

Tillamook County Transportation District  
Board of Directors  
Regular Monthly Meeting



***Dial-A-Ride***  
A Service of Tillamook County Transportation District



**Wednesday, September 18, 2024, at 6:00PM**  
Transportation Building  
3600 Third Street, Tillamook, Oregon

**Tillamook County Transportation District**  
**BOARD OF DIRECTORS – REGULAR MONTHLY MEETING**  
**Agenda: Wednesday, September 18, 2024 @ 6:00pm**

**To attend by phone, please dial: +1 (253) 215-8782 Meeting ID: 896 4829 8373**  
**To attend virtually, please use this link: <https://us02web.zoom.us/j/89648298373>**

**REGULAR MEETING**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements and Changes to Agenda
5. Public & Guest Comments
6. Executive Session:

**STATE OF THE DISTRICT REPORT**

7. Financial and Grant Report (June) (Pgs. 1-32.)
8. Service Performance Report (June) (Pgs.32-73)
9. Northwest Oregon Transit Alliance (September) (Pgs. 74-76)
10. NW Rides Brokerage (Pgs.77-79)
11. General Managers Report (Pgs.80-81)
  - a. Administration/Coordination
  - b. Planning/Development
  - c. Grant Funding
  - d. Facility/Property Management
  - e. Operations/Vehicle Maintenance
12. Miscellaneous

**CONSENT**

13. Motion to Approve the Minutes of August 21, Regular Board Meeting (Pgs.82-87)
14. Motion to Approve June Financial Statement

**ACTION ITEMS**

**DISCUSSION ITEMS**

15. Staff Comments
16. Board of Directors Comments
17. Adjournment

**UPCOMING EVENTS**

Board Member Training: SDAO Best Practices – Online Public Meeting Law  
October 27<sup>th</sup>-30<sup>th</sup>: Oregon Transit Association Conference, Seaside

Tillamook County Transportation District  
 Normal Trial Balance  
 From 6/1/2024 Through 6/30/2024

*B. G. [Signature]*  
 9/13/2024

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account #4558	474,739.29	
1006	Payroll Checking #5614	82,778.07	
1009	NW RIDES ACCOUNT #8510	2,084,950.91	
1011	Prop. Mgmt. Checking #7071	11,450.24	
1012	NWOTA #4564	23,700.00	
1020	LGIP1020 #5879	1,017,140.37	
1030	LGIP1030 #5931	1,176,905.45	
1035	LGIP1035 #6518	78,964.52	
1040	Petty Cash	200.00	
Report Total		4,950,828.85	0.00
Report Difference		4,950,828.85	



**Tillamook County Transportation District**

Financial Statement

01 - General Fund

From 6/1/2024 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	0.00	85,272.88	0.00	(85,272.88)	0.00%
Fares	11,711.08	19,583.37	196,869.73	(7,872.29)	79.78%
Contract Revenue	89,549.00	78,027.25	474,986.45	11,521.75	140.06%
Property Tax	33,806.69	97,180.25	1,159,286.58	(63,373.56)	95.36%
Past Years Property Tax	1,460.70	2,083.37	18,505.13	(622.67)	152.23%
State Timber Revenue	0.00	30,687.12	287,935.03	(30,687.12)	134.76%
Mass Transit State Payroll Tax	0.00	7,791.63	151,807.18	(7,791.63)	126.71%
Capital Grants	0.00	115,436.25	76,502.00	(115,436.25)	4.25%
Grants - FTA 5311	0.00	152,104.62	630,426.00	(152,104.62)	35.00%
Grants - 5311 (f)	0.00	70,623.38	513,074.00	(70,623.38)	142.52%
Grants - 5310	0.00	14,131.25	57,984.00	(14,131.25)	55.61%
Grants - 5305	0.00	2,380.50	25,574.00	(2,380.50)	30.30%
Special Bus Operations	0.00	88.13	0.00	(88.13)	0.00%
Miscellaneous Income	210.61	7,366.75	6,888.01	(7,156.14)	51.39%
Sale of Assets - Income	0.00	250.00	750.00	(250.00)	25.00%
Interest Income	4,388.39	2,083.37	46,326.31	2,305.02	110.30%
Transfer from NWOTA	3,000.00	250.00	3,000.00	2,750.00	(100.00)%
Transfer from STIF Fund	0.00	64,107.00	0.00	(64,107.00)	0.00%
<b>Total Resources</b>	<b>144,126.47</b>	<b>749,447.12</b>	<b>3,649,914.42</b>	<b>(605,320.65)</b>	<b>51.71%</b>
<b>Expenses</b>					
Personnel Services					
Payroll: Administration	32,109.29	41,039.63	435,336.10	8,930.34	80.36%
Payroll: Dispatch	7,387.34	13,695.87	54,350.32	6,308.53	29.79%



**Tillamook County Transportation District**  
**Financial Statement**  
**01 - General Fund**  
**From 6/1/2024 Through 6/30/2024**

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
5030 Payroll: Drivers	74,431.04	108,836.63	1,066,780.02	34,405.59	73.58%
5040 Payroll: Maintenance	12,849.56	13,656.25	149,162.29	806.69	82.00%
5050 Payroll Expense	7,361.99	14,375.62	174,540.24	7,013.63	96.36%
5051 Payroll Healthcare	52,267.71	45,385.00	406,947.93	(6,882.71)	69.18%
5052 Payroll Retirement	13,420.91	7,461.01	74,886.74	(5,959.90)	79.65%
5053 Payroll Veba	2,013.16	3,525.00	37,965.09	1,511.84	85.47%
5055 Workers Compensation Ins.	(603.83)	2,666.63	39,295.98	3,270.46	116.95%
Total Personnel Services	201,237.17	250,641.64	2,439,264.71	49,404.47	73.98%
Materials and Services					
5100 Professional Services	4,122.41	10,375.00	140,845.98	6,252.59	107.74%
5103 Planning	0.00	2,380.50	0.00	2,380.50	0.00%
5120 Dues & Subscriptions	10,077.16	895.00	27,495.13	(9,182.16)	148.50%
5140 Office Equipment R&R	0.00	308.37	0.00	308.37	0.00%
5145 Computer R&M	0.00	2,043.88	20,019.40	2,043.88	77.73%
5150 Fees & Licenses	6,552.00	1,872.75	109,178.26	(4,679.25)	462.67%
5160 Insurance	0.00	12,078.50	150,261.00	12,078.50	86.39%
5170 Office Expense	1,266.05	854.13	10,899.03	(411.92)	101.26%
5175 Board Expense	1,181.45	1,487.12	24,461.10	305.67	130.54%
5180 Operational Expense	1,597.54	3,653.13	45,720.45	2,055.59	74.91%
5185 Drug & Alcohol Administration	95.00	125.00	1,735.00	30.00	110.15%
5190 Marketing	0.00	6,973.75	9,819.23	6,973.75	11.17%
5210 Telephone Expense	1,072.18	1,347.75	15,170.39	275.57	44.13%
5220 Travel & Training	2,803.39	1,833.26	8,468.15	(970.13)	36.65%
5240 Vehicle Expense	7,515.96	12,500.00	219,012.49	4,984.04	97.33%
5245 Diesel & Gasoline Fuel	15,205.65	31,350.00	282,355.31	16,144.35	71.48%



**Tillamook County Transportation District**

Financial Statement

02 - Property Management Fund

From 6/1/2024 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	0.00	3,750.00	0.00	(3,750.00)	0.00%
Lease Income	2,100.00	3,000.00	23,500.00	(900.00)	65.27%
Lease Operational Exp Income	3,559.57	1,250.00	15,804.62	2,309.57	1,215.74%
Transfer From General Fund	0.00	1,159.25	25,000.00	(1,159.25)	(204.06)%
Transfer from Capital Reserve	0.00	0.00	124,573.00	0.00	0.00%
<b>Total Resources</b>	<u>5,659.57</u>	<u>9,159.25</u>	<u>188,877.62</u>	<u>(3,499.68)</u>	<u>269.64%</u>
<b>Expenses</b>					
<b>Materials and Services</b>					
Professional Services	0.00	166.63	0.00	166.63	0.00%
Property Operating Expense	1,206.29	2,383.37	24,610.28	1,177.08	81.95%
Property Maint. & Repair	2,741.75	2,932.63	41,802.12	190.88	113.12%
<b>Total Materials and Services</b>	<u>3,948.04</u>	<u>5,482.63</u>	<u>66,412.40</u>	<u>1,534.59</u>	<u>96.27%</u>
<b>Capital Outlay</b>					
<b>Debt Service</b>					
PUD Loan Expense	0.00	570.87	0.00	570.87	0.00%
OTIB TVC Loan 0071	0.00	913.25	5,479.32	913.25	49.99%
OTIB Loan 0061	0.00	2,192.50	26,310.44	2,192.50	100.00%
<b>Total Debt Service</b>	<u>0.00</u>	<u>3,676.62</u>	<u>31,789.76</u>	<u>3,676.62</u>	<u>85.30%</u>
<b>Capital Purchases</b>					
Building Repair & Renovation	17,369.39	0.00	354,170.98	(17,369.39)	0.00%
<b>Total Capital Purchases</b>	<u>17,369.39</u>	<u>0.00</u>	<u>354,170.98</u>	<u>(17,369.39)</u>	<u>0.00%</u>
<b>Total Capital Outlay</b>	<u>17,369.39</u>	<u>3,676.62</u>	<u>385,960.74</u>	<u>(13,692.77)</u>	<u>1,035.61%</u>
<b>Total Expenses</b>	<u>21,317.43</u>	<u>9,159.25</u>	<u>452,373.14</u>	<u>(12,158.18)</u>	<u>425.76%</u>

MONTHLY BOARD REPORTING - ALL ACCOUNTS



**Tillamook County Transportation District**

Financial Statement

04 - Capital Reserve Fund

From 6/1/2024 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	0.00	71,416.63	0.00	(71,416.63)	0.00%
Interest Income	4,993.51	2,083.37	80,179.18	2,910.14	320.71%
<b>Total Resources</b>	<u>4,993.51</u>	<u>73,500.00</u>	<u>80,179.18</u>	<u>(68,506.49)</u>	<u>6.12%</u>
<b>Expenses</b>					
Materials and Services					
Fees & Licenses	0.05	0.00	0.25	(0.05)	0.00%
<b>Total Materials and Services</b>	<u>0.05</u>	<u>0.00</u>	<u>0.25</u>	<u>(0.05)</u>	<u>0.00%</u>
Transfers					
Reserve for Future Expenditure	0.00	73,500.00	0.00	73,500.00	0.00%
<b>Total Transfers</b>	<u>0.00</u>	<u>73,500.00</u>	<u>0.00</u>	<u>73,500.00</u>	<u>0.00%</u>
<b>Total Expenses</b>	<u>0.05</u>	<u>73,500.00</u>	<u>0.25</u>	<u>73,499.95</u>	<u>0.00%</u>

**Tillamook County Transportation District**  
**Financial Statement**  
**05 - Vehicle Purchase Reserve Fund**  
**From 6/1/2024 Through 6/30/2024**

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	3500	2,852.12	0.00	(2,852.12)	0.00%
Transfer From General Fund	4911	250.00	0.00	(250.00)	0.00%
<b>Total Resources</b>		<u>3,102.12</u>	<u>0.00</u>	<u>(3,102.12)</u>	<u>0.00%</u>
<b>Expenses</b>					
Transfers					
Reserve for Future Expenditure	9175	3,102.12	0.00	3,102.12	0.00%
<b>Total Transfers</b>		<u>3,102.12</u>	<u>0.00</u>	<u>3,102.12</u>	<u>0.00%</u>
<b>Total Expenses</b>		<u>3,102.12</u>	<u>0.00</u>	<u>3,102.12</u>	<u>0.00%</u>

**Tillamook County Transportation District**

Financial Statement

06 - Bus Wash Maintenance Reserve

From 6/1/2024 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	0.00	1,928.37	0.00	(1,928.37)	0.00%
<b>Total Resources</b>	<u>0.00</u>	<u>1,928.37</u>	<u>0.00</u>	<u>(1,928.37)</u>	<u>0.00%</u>
<b>Expenses</b>					
Transfers					
Reserve for Future Expenditure	0.00	1,928.37	0.00	1,928.37	0.00%
<b>Total Transfers</b>	<u>0.00</u>	<u>1,928.37</u>	<u>0.00</u>	<u>1,928.37</u>	<u>0.00%</u>
<b>Total Expenses</b>	<u>0.00</u>	<u>1,928.37</u>	<u>0.00</u>	<u>1,928.37</u>	<u>0.00%</u>



**Tillamook County Transportation District**

Financial Statement

08 - Northwest Oregon Transit Allia  
From 6/1/2024 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget	Current Period Budget Variance - Original	100%
<b>Resources</b>						
Working Capital	0.00	6,666.63	0.00	6,666.63	(6,666.63)	0.00%
NWOTA Partner Cont. Match	12,000.00	15,301.37	48,000.00	15,301.37	(3,301.37)	13.53%
Transfer From General Fund	12,000.00	100,748.00	12,000.00	100,748.00	(88,748.00)	(1.25)%
Transfer from STIF Fund	0.00	13,333.37	0.00	13,333.37	(13,333.37)	0.00%
<b>Total Resources</b>	<u>24,000.00</u>	<u>136,049.37</u>	<u>60,000.00</u>	<u>136,049.37</u>	<u>(112,049.37)</u>	<u>(8.78)%</u>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	0.00	416.63	3,659.50	416.63	416.63	73.19%
Administrative Support	10,450.00	2,083.37	16,412.11	2,083.37	(8,366.63)	65.64%
Website Maintenance	24,600.00	1,250.00	44,944.99	1,250.00	(23,350.00)	112.36%
Marketing	4,959.13	3,333.37	39,842.80	3,333.37	(1,625.76)	796.85%
NWOTA Expense	(219.78)	0.00	0.00	0.00	219.78	0.00%
Travel & Training	219.78	833.37	5,920.46	833.37	613.59	0.00%
<b>Total Materials and Services</b>	<u>40,009.13</u>	<u>7,916.74</u>	<u>110,779.86</u>	<u>7,916.74</u>	<u>(32,092.39)</u>	<u>147.71%</u>
<b>Transfers</b>						
Transfer to General Fund	3,000.00	250.00	3,000.00	250.00	(2,750.00)	100.00%
Unappropriated Ending Fund Bal	0.00	13,801.37	0.00	13,801.37	13,801.37	0.00%
<b>Total Transfers</b>	<u>3,000.00</u>	<u>14,051.37</u>	<u>3,000.00</u>	<u>14,051.37</u>	<u>11,051.37</u>	<u>0.83%</u>
<b>Capital Outlay</b>						
<b>Capital Purchases</b>						
Bus Stop Signage/Shelters	0.00	114,081.37	0.00	114,081.37	114,081.37	0.00%
<b>Total Capital Purchases</b>	<u>0.00</u>	<u>114,081.37</u>	<u>0.00</u>	<u>114,081.37</u>	<u>114,081.37</u>	<u>0.00%</u>
<b>Total Capital Outlay</b>	<u>0.00</u>	<u>114,081.37</u>	<u>0.00</u>	<u>114,081.37</u>	<u>114,081.37</u>	<u>0.00%</u>

MONTHLY BOARD REPORTING - ALL ACCOUNTS

**Tillamook County Transportation District**

Financial Statement

08 - Northwest Oregon Transit Allia

From 6/1/2024 Through 6/30/2024

Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<u>43,009.13</u>	<u>136,049.48</u>	<u>113,779.86</u>	<u>93,040.35</u>	<u>8.17%</u>

Total Expenses

**Tillamook County Transportation District**

Financial Statement

09 - NW RIDES ACCOUNT

From 6/1/2024 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	0.00	8,333.37	0.00	(8,333.37)	0.00%
NWR Revenue	461,632.69	373,966.38	5,321,708.00	87,666.31	101.39%
NWR Reserve	0.00	0.00	1,032,191.09	0.00	243.44%
Interest Income	0.00	66.63	0.00	(66.63)	0.00%
<b>Total Resources</b>	<u>461,632.69</u>	<u>382,366.38</u>	<u>6,353,899.09</u>	<u>79,266.31</u>	<u>95.02%</u>
<b>Expenses</b>					
<b>Personnel Services</b>					
Payroll: Administration	30,886.19	32,731.75	314,759.52	1,845.56	72.85%
Payroll: Indirect	519.90	1,771.25	12,997.50	1,251.35	55.59%
Payroll Expense	13,791.00	2,994.62	41,724.35	(10,796.38)	105.55%
Payroll Healthcare	(21,742.41)	8,683.50	68,143.94	30,425.91	60.55%
Payroll Retirement	(6,309.03)	2,630.13	15,587.70	8,939.16	44.89%
Payroll Veba	1,663.98	1,233.75	10,477.88	(430.23)	64.33%
Workers Compensation Ins.	603.83	41.63	603.83	(562.20)	115.01%
<b>Total Personnel Services</b>	<u>19,413.46</u>	<u>50,086.63</u>	<u>464,294.72</u>	<u>30,673.17</u>	<u>70.45%</u>
<b>Materials and Services</b>					
Professional Services	0.00	416.63	1,020.00	416.63	19.42%
Office Equipment R&R	1,548.37	225.00	4,353.13	(1,323.37)	14.51%
Computer R&M	2,876.25	1,768.12	28,251.18	(1,108.13)	126.81%
Fees & Licenses	12,280.00	4,416.63	35,560.00	(7,863.37)	54.70%
Insurance	0.00	513.88	6,547.00	513.88	100.00%
Office Expense	1,645.58	416.63	6,471.67	(1,228.95)	92.45%
Operational Expense	57.50	125.00	1,697.23	67.50	22.62%



**Tillamook County Transportation District**

Financial Statement

09 - NW RIDES ACCOUNT

From 6/1/2024 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
5210 Telephone Expense	2,487.56	1,608.37	24,296.00	(879.19)	109.19%
5220 Travel & Training	75.00	125.00	151.92	50.00	9.64%
5260 Postage	29.99	41.63	139.86	11.64	26.64%
5265 Purchased Transportation	359,828.85	299,235.63	3,652,217.69	(60,593.22)	91.30%
5266 Member Mileage Reimbursement	30,000.00	13,310.38	360,479.17	(16,689.62)	85.82%
5267 Volunteer Mileage Reimburse	35,366.39	10,521.88	435,819.80	(24,844.51)	72.63%
5281 Office Rent	400.00	400.00	4,800.00	0.00	32.00%
5300 Property Operating Expense	1,031.84	250.00	4,824.17	(781.84)	153.14%
Total Materials and Services	447,627.33	333,374.78	4,566,628.82	(114,252.55)	87.72%
Transfers					
Reserve for Future Expenditure	0.00	25,988.12	0.00	25,988.12	0.00%
Total Transfers	0.00	25,988.12	0.00	25,988.12	0.00%
Total Expenses	467,040.79	409,449.53	5,030,923.54	(57,591.26)	79.99%

**Tillamook County Transportation District**  
**Financial Statement**

**10 - STIF**

From 6/1/2024 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	0.00	42,818.87	0.00	(42,818.87)	0.00%
STIF Formula	0.00	25,361.87	809,780.00	(25,361.87)	178.74%
STIF Intercommunity	0.00	11,666.63	0.00	(11,666.63)	0.00%
STIF Discretionary	0.00	38,504.00	0.00	(38,504.00)	0.00%
Interest Income	335.04	0.00	8,048.97	335.04	0.00%
<b>Total Resources</b>	<u>335.04</u>	<u>118,351.37</u>	<u>817,828.97</u>	<u>(118,016.33)</u>	<u>83.30%</u>
<b>Expenses</b>					
Materials and Services	0.00	0.00	0.45	0.00	0.00%
Fees & Licenses	0.00	0.00	0.45	0.00	0.00%
<b>Total Materials and Services</b>					
Special Payments	0.00	1,766.00	21,192.00	1,766.00	100.00%
STF Payments to Recipients	0.00	1,471.75	17,660.00	1,471.75	71.03%
STIF Payments to Recipients	0.00	3,237.75	38,852.00	3,237.75	84.36%
<b>Total Special Payments</b>					
Transfers	0.00	64,107.00	0.00	64,107.00	0.00%
Transfer to General Fund	0.00	42,818.87	0.00	42,818.87	0.00%
Reserve for Future Expenditure	0.00	7,587.75	0.00	7,587.75	0.00%
Unappropriated Ending Fund Bal	0.00	114,513.62	0.00	114,513.62	0.00%
<b>Total Transfers</b>	<u>0.00</u>	<u>117,751.37</u>	<u>38,852.45</u>	<u>117,751.37</u>	<u>4.73%</u>
<b>Total Expenses</b>					

**UMPQUA BANK: CLOSING DATE 6/25/2024**

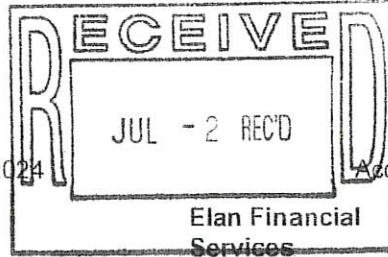
<b>Date</b>	<b>Vendor</b>	<b>Description of Transaction</b>	<b>Amount</b>
<b>CATHY BOND</b>			
05/24/24	Language Line	NWR Phone/Interpreter	\$3.95
05/24/24	Language Line	NWR Phone/Interpreter	\$15.80
05/28/24	Language Line	NWR Phone/Interpreter	\$47.40
05/28/24	Fieldprint	TCTD Background Check	\$12.50
05/28/24	Language Line	NWR Phone/Interpreter	\$106.65
05/29/24	Fieldprint	TCTD Background Check	\$12.50
05/30/24	Language Line	NWR Phone/Interpreter	\$15.80
05/30/24	Language Line	NWR Phone/Interpreter	\$35.55
05/30/24	Language Line	NWR Phone/Interpreter	\$79.00
05/31/24	Language Line	NWR Phone/Interpreter	\$35.55
06/03/24	Fieldprint	TCTD Background Check	\$12.50
06/03/24	Language Line	NWR Phone/Interpreter	\$15.80
06/03/24	Endicia	Membership Fee	\$9.95
06/05/24	Language Line	NWR Phone/Interpreter	\$19.75
06/07/24	#12 Roths Fresh Milk	Audit Training Meal	\$5.50
06/10/24	Endicia	Postage	\$50.00
06/10/24	Onstar Services	Membership Fee-Shop Truck	\$15.00
06/12/24	Language Line	NWR Phone/Interpreter	\$7.90
06/12/24	Language Line	NWR Phone/Interpreter	\$39.50
06/12/24	Language Line	NWR Phone/Interpreter	\$79.00
06/13/24	Language Line	NWR Phone/Interpreter	\$47.40
06/14/24	Belnick Retail	NWR Office Chair	\$361.14
06/14/24	Language Line	NWR Phone/Interpreter	\$7.90
06/14/24	Language Line	NWR Phone/Interpreter	\$51.35
06/14/24	Language Line	NWR Phone/Interpreter	\$55.30
06/14/24	Language Line	NWR Phone/Interpreter	\$55.30
06/14/24	Language Line	NWR Phone/Interpreter	\$39.50
06/17/24	Fieldprint	NWR Background Check	\$12.50
06/17/24	Endicia	Membership Fee/NWR	\$29.99
06/17/24	Amazon Prime	Membership Fee	\$14.99
06/17/24	Onstar Services	Membership Fee-Shop Truck Wi Fi	\$9.99
06/20/24	Cvent	Cultivating Understanding Training	\$75.00
06/20/24	Cvent	Cultivating Understanding Training/NWR	\$75.00
06/21/24	Amazon Prime	Rubber Gloves/Cash Room	\$19.98
06/21/24	Amazon Prime	Now Hiring Replacement Sign	\$47.93
06/24/24	Baudville Inc	Employee of the Year Award	\$71.23
06/24/24	Language Line	NWR Phone/Interpreter	\$11.85
06/24/24	Iron Mountain	Office Shredder	\$360.24
06/24/24	Adobe Inc	Computer Software	\$156.96
06/24/24	Language Line	NWR Phone/Interpreter	\$11.85
			<b>\$2,135.00</b>
<b>BRIAN VITULLI</b>			
05/31/24	Expedia.Com	CTAA Expo Lodging/Travel	\$1,009.76
06/03/24	Cvent	SDAO Risk Management Training	\$75.00
06/05/24	Trimet	OTA Board Meeting/Travel	\$2.80
06/05/24	Trimet	OTA Board Meeting/Travel	\$2.80
06/05/24	40lb Coffee Bar	OTA Board Meeting/Meal	\$8.75
06/05/24	Mi Pueblito Magico	OTA Board Meeting/Meal	\$12.60
06/05/24	40lb Coffee Bar	OTA Board Meeting/Meal	\$7.75
06/20/24	La Providencia	JCT Roadshow/Meal	\$20.70
			<b>\$1,140.16</b>
<b>MIKE REED</b>			
05/28/24	USPS	Postage	\$1.87
05/31/24	Community Transportation	CTAA Expo/Registration	\$1,225.00
06/05/24	Safeway	Employee Welfare	\$48.99
06/07/24	Fred Meyer	Operation Training/Meal	\$44.99
06/10/24	Los Gorditos	Operation Training/Meal	\$110.92
06/10/24	Trimet	Operation Training/Travel	\$33.60
06/10/24	Trimet	Operation Training/Travel	\$5.60
06/10/24	Delta Air Baggage	CTAA Expo/Travel	\$35.00
06/11/24	True Food Kitchen	CTAA Expo/Meal	\$9.00



06/11/24	Ihop	CTAA Expo/Meal	\$26.00
06/12/24	Palm Beach Convention	CTAA Expo/Meal	\$6.42
06/13/24	Hilton Garden Inn	CTAA Expo/Meal	\$43.90
06/13/24	Delta Air Baggage	CTAA Expo/Travel	\$35.00
06/13/24	PDX Airport Parking	CTAA Expo/Travel	\$75.00
06/13/24	Burgerfi City Place	CTAA Expo/Meal	\$15.36
06/13/24	Palm Beach Convention	CTAA Expo/Meal	\$11.77
06/14/24	CNP Chili's	CTAA Expo/Meal	\$18.60
06/14/24	Starbucks	CTAA Expo/Meal	\$6.37
		<b>Sub Total Due</b>	<b>\$1,753.39</b>
		<b>OVERPAYMENT DUE TO CREDIT</b>	<b>\$5,028.55</b>
		<b>Grand Total Due</b>	<b>\$115.51</b>
		<b>DATE</b>	<b>\$4,913.04</b>

APPROVAL

*[Handwritten Signature]*  
8/5/2024



June 2024 Statement

Page 1 of 5

Open Date: 05/24/2024 Closing Date: 06/25/2024

Account: 7790



Visa® Company Card with Rewards

1-866-552-8855

TILLAMOOK CNTY TRANS (CPN 001469460)

BUS 30 ELN 8 15

<b>New Balance</b>	<b>\$4,913.04</b>
<b>Minimum Payment Due</b>	<b>\$50.00</b>
<b>Payment Due Date</b>	<b>07/22/2024</b>

<b>Reward Points</b>	
Earned This Statement	5,298
Reward Center Balance as of 06/24/2024	179,495
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$5,063.42
Payments	-	\$5,178.93 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$5,028.55
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$4,913.04</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$50.00</b>
Credit Line		\$10,000.00
Available Credit		\$5,086.96
Days in Billing Period		33

**Payment Options:**



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services CPN 001469460



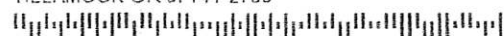
3042

24-Hour Elan Financial Services: 1-866-552-8855

☎ to pay by phone  
☎ to change your address

000043339 01 SP 000638743179912 P Y

TILLAMOOK CNTY TRANS  
ACCOUNTS PAYABLE  
3600 3RD ST STE A  
TILLAMOOK OR 97141-2730

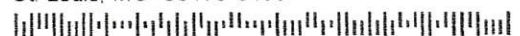


Account Number	7790
Payment Due Date	7/22/2024
New Balance	\$4,913.04
Minimum Payment Due	\$50.00

Amount Enclosed \$ \_\_\_\_\_

**Elan Financial Services**

P.O. Box 790408  
St. Louis, MO 63179-0408





June 2024 Statement 05/24/2024 - 06/25/2024  
TILLAMOOK CNTY TRANS (CPN 001469460)

Elan Financial Services 1-866-552-8855



Visa Business Rewards Company Card

Rewards Center Activity as of 06/24/2024	
Rewards Center Activity*	0
Rewards Center Balance	179,495

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	4,759	21,224
Gas, Restaurants & Telecom Double Points	539	2,813
<b>Total Earned</b>	<b>5,298</b>	<b>24,037</b>

Points Expiring on 06/30/2024: 10808

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
05/24	05/23	8652	LANGUAGE LINE, INC 800-7526096 CA	\$3.95	_____
05/24	05/23	7613	LANGUAGE LINE, INC 800-7526096 CA	\$15.80	_____
05/28	05/24	6436	LANGUAGE LINE, INC. 800-7526096 CA	\$47.40	_____
05/28	05/27	1178	FIELDPRINT 888-291-1369 PA	\$12.50	_____
05/28	05/25	8800	LANGUAGE LINE, INC. 800-7526096 CA	\$106.65	_____
05/29	05/29	0137	FIELDPRINT 888-291-1369 PA	\$12.50	_____
05/30	05/29	8973	LANGUAGE LINE, INC. 800-7526096 CA	\$15.80	_____
05/30	05/29	4588	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
05/30	05/29	6644	LANGUAGE LINE, INC 800-7526096 CA	\$79.00	_____
05/31	05/30	5645	LANGUAGE LINE, INC. 800-7526096 CA	\$35.55	_____
06/03	06/01	4389	FIELDPRINT 888-291-1369 PA	\$12.50	_____
06/03	05/31	4785	LANGUAGE LINE, INC. 800-7526096 CA	\$15.80	_____
06/03	06/02	0227	ENDICIA 800-576-3279 TX	\$9.95	_____
06/05	06/04	2596	LANGUAGE LINE, INC. 800-7526096 CA	\$19.75	_____
06/07	06/06	5886	#12 ROTHS FRESH MK SALEM OR	\$5.50	_____

Continued on Next Page





June 2024 Statement 05/24/2024 - 06/25/2024  
 TILLAMOOK CNTY TRANS (CPN 001469460)

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 Elan Financial Services ( 1-866-552-8855

**Transactions** BOND, CATHY Credit Limit \$2500

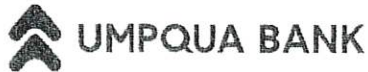
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/10	06/07	0421	USPS STAMPS ENDICIA 888-434-0055 DC	\$50.00	_____
06/10	06/09	1120	ONSTAR DATA PLAN AT&T 888-466-7827 TX	\$15.00	_____
06/12	06/11	5428	LANGUAGE LINE, INC 800-7526096 CA	\$7.90	_____
06/12	06/11	0562	LANGUAGE LINE, INC 800-7526096 CA	\$39.50	_____
06/12	06/11	5294	LANGUAGE LINE, INC 800-7526096 CA	\$79.00	_____
06/13	06/12	6171	LANGUAGE LINE, INC 800-7526096 CA	\$47.40	_____
06/14	06/13	8308	Belnick Retail 770-721-8200 GA	\$361.14	_____
06/14	06/13	8122	LANGUAGE LINE, INC 800-7526096 CA	\$7.90	_____
06/14	06/13	9607	LANGUAGE LINE, INC 800-7526096 CA	\$51.35	_____
06/14	06/13	0968	LANGUAGE LINE, INC 800-7526096 CA	\$55.30	_____
06/14	06/13	3178	LANGUAGE LINE, INC 800-7526096 CA	\$55.30	_____
06/14	06/13	1715	LANGUAGE LINE, INC 800-7526096 CA	\$39.50	_____
06/17	06/15	4654	FIELDPRINT 888-291-1369 PA	\$12.50	_____
06/17	06/15	5329	ENDICIA 800-576-3279 TX	\$29.99	_____
06/17	06/16	4332	Amazon Prime*U430O80I3 Amzn.com/bill WA	\$14.99	_____
06/17	06/16	8058	OnStar, LLC 888-4667827 MI	\$9.99	_____
06/20	06/19	9433	CVENT* CULTIVATING UND WWW.CVENT.COM VA	\$75.00	_____
06/20	06/19	5954	CVENT* CULTIVATING UND WWW.CVENT.COM VA	\$75.00	_____
06/21	06/20	8117	AMAZON MKTPL*198Z760L3 Amzn.com/bill WA	\$19.98	_____
06/21	06/20	6160	AMAZON MKTPL*6I04C4MK3 Amzn.com/bill WA	\$47.93	_____
06/24	06/21	1005	BAUDVILLE INC 800-728-0888 MI	\$71.23	_____
06/24	06/21	3737	LANGUAGE LINE, INC 800-7526096 CA	\$11.85	_____
06/24	06/21	1088	IRON MOUNTAIN 800-934-3453 MA	\$360.24	_____
06/24	06/23	5582	ADOBE *ADOBE 408-536-6000 CA	\$156.96	_____
06/24	06/22	3439	LANGUAGE LINE, INC 800-7526096 CA	\$11.85	_____
<b>Total for Account</b>				<b>2022</b>	<b>\$2,135.00</b>

**Transactions** REED, MICHAEL Credit Limit \$3500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
05/28	05/24	4153	USPS PO 4083680269 TILLAMOOK OR	\$1.87	_____
05/31	05/30	0702	COMMUNITY TRANSPORTATI 800-891-0590 DC	\$1,225.00	_____
06/05	06/03	1292	SAFEWAY #2723 TILLAMOOK OR	\$48.99	_____
06/07	06/06	3141	FRED-MEYER #0377 TILLAMOOK OR	\$44.99	_____
06/10	06/07	2439	TAQUERIA LOS GORDITOS PORTLAND OR	\$110.92	_____
06/10	06/07	7813	TRIMET TVM PORTLAND OR	\$33.60	_____
06/10	06/07	7821	TRIMET TVM PORTLAND OR	\$5.60	_____
06/10	06/08	1722	DELTA AIRBaggage Fee 800-2211212 OR	\$35.00	_____

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June 2024 Statement 05/24/2024 - 06/25/2024  
 TILLAMOOK CNTY TRANS (CPN 001469460)

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Elan Financial Services 1-866-552-8855



**Transactions** REED, MICHAEL Credit Limit \$3500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/11	06/10	2270	TFK-WEST PALM BEACH - 561-3452155 FL	\$9.00	_____
06/11	06/09	5062	IHOP 360157 WEST PALM BEA FL	\$26.00	_____
06/12	06/10	2837	4500 PALM BEACH CONVEN WEST PALM BEA FL	\$6.42	_____
06/13	06/12	6070	HILTON GARDEN INN WEST PALM BCH FL	\$43.90	_____
06/13	06/12	6612	DELTA AIRBaggage Fee WEST PALM FL	\$35.00	_____
06/13	06/13	0415	PDX AIRPORT PARKING PORTLAND OR	\$75.00	_____
06/13	06/11	1721	BURGERFI CITY PLACE WP WEST PALM BEA FL	\$15.36	_____
06/13	06/11	7070	4500 PALM BEACH CONVEN WEST PALM BEA FL	\$11.77	_____
06/14	06/13	7680	CNP CHILI'S PBI 240-694-4100 FL	\$18.60	_____
06/14	06/12	2745	STARBUCKS C PBI WEST PALM BEA FL	\$6.37	_____
			<b>Total for Account</b>	<b>9595</b>	<b>\$1,753.39</b>

**Transactions** VITULLI, BRIAN A Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
05/31	05/30	7097	EXPEDIA 72842956528843 EXPEDIA.COM WA	\$1,009.76	_____
06/03	05/31	5947	CVENT* 2024 SDAO RISK WWW.CVENT.COM VA	\$75.00	_____
06/05	06/04	0121	HOP*00QK7DB TRIMET 70 PORTLAND OR	\$2.80	_____
06/05	06/04	0046	HOP*00QKCMS TRIMET 70 PORTLAND OR	\$2.80	_____
06/05	06/04	0649	SQ *40 LBS COFFEE BAR Portland OR	\$8.75	_____
06/05	06/04	2669	SQ *MI PUEBLITO MAGICO Portland OR	\$12.60	_____
06/05	06/04	4320	SQ *40 LBS COFFEE BAR Portland OR	\$7.75	_____
06/20	06/18	9836	LA PROVIDENCIA TILLAMOOK OR	\$20.70	_____
			<b>Total for Account</b>	<b>9476</b>	<b>\$1,140.16</b>

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
06/24	06/21	0093	PAYMENT THANK YOU	\$320.26	CR _____
06/24	06/21	0093	PAYMENT THANK YOU	\$1,414.79	CR _____
06/24	06/21	0093	PAYMENT THANK YOU	\$3,443.88	CR _____
			<b>Total for Account</b>	<b>7790</b>	<b>\$5,178.93</b>

<b>2024 Totals Year-to-Date</b>	
Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$5.47 <sup>CR</sup>

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	17.49%	
**PURCHASES	\$4,913.04	\$0.00	YES	\$0.00	17.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

**Contact Us**

**Phone**  
 Voice: 1-866-552-8855  
 TDD: 1-888-352-6455  
 Fax: 1-866-807-9053

**Questions**  
 Elan Financial Services  
 P.O. Box 6353  
 Fargo, ND 58125-6353

**Mail payment coupon with a check**  
 Elan Financial Services  
 P.O. Box 790408  
 St. Louis, MO 63179-0408

**Online**  
[myaccountaccess.com](http://myaccountaccess.com)

FRED MEYER CARD CHARGES - June 2024

Date	Description of Transaction	Amount
<b>CARD #4 - CATHY BOND, FINANCE SUPERVISOR</b>		
06/04/24	Employee Appreciation - New Hires Training	\$ 276.15
06/14/24	NWR Office Expense - Office Supplies to set up new office	\$ 167.11
06/19/24	NWR Office Expense - Office Chairs/Keyboards for new office	\$ 280.53
06/19/24	Office Expense - Office Chairs for Finance/Admin. Assistant	\$ 349.98
06/20/24	Office Expense - Table Cloth/Bags	\$ 8.68
06/20/24	NWR Office Expense - Keyboards for new office	\$ 59.98
06/21/24	NWR Office Expense - Clock/Office Chair	\$ 149.47
	01-002-5180-999-00	\$ 276.15 ✓
	09-000-5170-999-09	\$ 657.09 ✓
	01-001-5170-999.00	\$ 358.66 ✓
		\$ 1,291.90
<b>CARD #6 STEVEN FERRERA, MECHANIC</b>		
06/18/24	Operation Expense - Cable Ties and Storage Bins	\$ 51.37
	01-003-5180-154.00	\$ 51.37 ✓
	<b>Grand Total</b>	\$ 1,343.27

ENTERED <sup>(SL)</sup>

*B. G. Vito*  
7/9/2024

**Tillamook County Transportation District**

Financial Statement

01 - General Fund

From 7/1/2023 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	0.00	1,023,275.00	0.00	(1,023,275.00)	0.00%
Fares	196,869.73	235,000.00	196,869.73	(38,130.27)	79.78%
Contract Revenue	474,986.45	936,327.00	474,986.45	(461,340.55)	140.06%
Property Tax	1,159,286.58	1,166,163.00	1,159,286.58	(6,876.42)	95.36%
Past Years Property Tax	18,505.13	25,000.00	18,505.13	(6,494.87)	152.23%
State Timber Revenue	287,935.03	368,245.00	287,935.03	(80,309.97)	134.76%
Mass Transit State Payroll Tax	151,807.18	93,500.00	151,807.18	58,307.18	126.71%
Capital Grants	76,502.00	1,385,235.00	76,502.00	(1,308,733.00)	4.25%
Grants - FTA 5311	630,426.00	1,825,255.00	630,426.00	(1,194,829.00)	35.00%
Grants - 5311 (f)	513,074.00	847,481.00	513,074.00	(334,407.00)	142.52%
Grants - 5310	57,984.00	169,575.00	57,984.00	(111,591.00)	55.61%
Grants - 5305	25,574.00	28,566.00	25,574.00	(2,992.00)	30.30%
Special Bus Operations	0.00	1,058.00	0.00	(1,058.00)	0.00%
Miscellaneous Income	6,888.01	88,401.00	6,888.01	(81,512.99)	51.39%
Sale of Assets - Income	750.00	3,000.00	750.00	(2,250.00)	25.00%
Interest Income	46,326.31	25,000.00	46,326.31	21,326.31	110.30%
Transfer from NWOTA	3,000.00	3,000.00	3,000.00	0.00	(100.00)%
Transfer from STIF Fund	0.00	769,284.00	0.00	(769,284.00)	0.00%
<b>Total Resources</b>	<b>3,649,914.42</b>	<b>8,993,365.00</b>	<b>3,649,914.42</b>	<b>(5,343,450.58)</b>	<b>51.71%</b>
<b>Expenses</b>					
Personnel Services					
Payroll: Administration	435,336.10	492,476.00	435,336.10	57,139.90	80.36%
Payroll: Dispatch	54,350.32	164,350.00	54,350.32	109,999.68	29.79%



**Tillamook County Transportation District**

Financial Statement

01 - General Fund

From 7/1/2023 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
Payroll: Drivers	1,066,780.02	1,306,040.00	1,066,780.02	239,259.98	73.58%
Payroll: Maintenance	149,162.29	163,875.00	149,162.29	14,712.71	82.00%
Payroll Expense	174,540.24	172,507.00	174,540.24	(2,033.24)	96.36%
Payroll Healthcare	406,947.93	544,620.00	406,947.93	137,672.07	69.18%
Payroll Retirement	74,886.74	89,533.00	74,886.74	14,646.26	79.65%
Payroll Veba	37,965.09	42,300.00	37,965.09	4,334.91	85.47%
Workers Compensation Ins.	39,295.98	32,000.00	39,295.98	(7,295.98)	116.95%
<b>Total Personnel Services</b>	<b>2,439,264.71</b>	<b>3,007,701.00</b>	<b>2,439,264.71</b>	<b>568,436.29</b>	<b>73.98%</b>
Materials and Services					
Professional Services					
5100	140,845.98	124,500.00	140,845.98	(16,345.98)	107.74%
5103	0.00	28,566.00	0.00	28,566.00	0.00%
5120	27,495.13	10,740.00	27,495.13	(16,755.13)	148.50%
5140	0.00	3,700.00	0.00	3,700.00	0.00%
5145	20,019.40	24,527.00	20,019.40	4,507.60	77.73%
5150	109,178.26	22,473.00	109,178.26	(86,705.26)	462.67%
5160	150,261.00	144,942.00	150,261.00	(5,319.00)	86.39%
5170	10,899.03	10,250.00	10,899.03	(649.03)	101.26%
5175	24,461.10	17,845.00	24,461.10	(6,616.10)	130.54%
5180	45,720.45	43,838.00	45,720.45	(1,882.45)	74.91%
5185	1,735.00	1,500.00	1,735.00	(235.00)	110.15%
5190	9,819.23	83,685.00	9,819.23	73,865.77	11.17%
5210	15,170.39	16,173.00	15,170.39	1,002.61	44.13%
5220	8,468.15	22,000.00	8,468.15	13,531.85	36.65%
5240	219,012.49	150,000.00	219,012.49	(69,012.49)	97.33%
5245	282,355.31	376,200.00	282,355.31	93,844.69	71.48%

MONTHLY BOARD REPORTING - ALL ACCOUNTS

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**Tillamook County Transportation District**

Financial Statement

01 - General Fund

From 7/1/2023 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
5247 Propane Fuel	4,488.26	30,000.00	4,488.26	25,511.74	7.48%
5260 Postage	846.72	1,268.00	846.72	421.28	63.61%
5266 Member Mileage Reimbursement	35,000.00	0.00	35,000.00	(35,000.00)	101.75%
5270 Mgmt/Labor Recreation Fund	1,865.79	3,985.00	1,865.79	2,119.21	45.29%
5281 Office Rent	3,300.00	12,900.00	3,300.00	9,600.00	0.00%
5285 Transit Center Maint	17,543.59	20,348.00	17,543.59	2,804.41	82.11%
5346 Operations Facility Maint.	3,891.55	4,200.00	3,891.55	308.45	88.24%
<b>Total Materials and Services</b>	<b>1,132,376.83</b>	<b>1,153,640.00</b>	<b>1,132,376.83</b>	<b>21,263.17</b>	<b>80.34%</b>
<b>Transfers</b>					
9100 Transfer to LGIP 5931	0.00	156,913.00	0.00	156,913.00	0.00%
9110 Transfer to Property Mgmt	149,573.00	0.00	149,573.00	(149,573.00)	0.00%
9150 Transfer to Vehicle Reserve	0.00	3,000.00	0.00	3,000.00	0.00%
9160 Transfer to NWOTA Fund	12,000.00	1,208,976.00	12,000.00	1,196,976.00	1.07%
9180 Unappropriated Ending Fund Bal	0.00	539,261.00	0.00	539,261.00	0.00%
<b>Total Transfers</b>	<b>161,573.00</b>	<b>1,908,150.00</b>	<b>161,573.00</b>	<b>1,746,577.00</b>	<b>11.98%</b>
<b>Capital Outlay</b>					
<b>Capital Purchases</b>					
6000 Bus Replacement/Addition	508,349.08	638,649.00	508,349.08	130,299.92	30.07%
6010 Van Replacement/Addition	94,488.50	179,460.00	94,488.50	84,971.50	32.35%
6040 Bus Stop Signage/Shelters	0.00	1,368,976.00	0.00	1,368,976.00	0.00%
6050 Other Capital Projects	90,568.68	148,548.00	90,568.68	57,979.32	56.60%
<b>Total Capital Purchases</b>	<b>693,406.26</b>	<b>2,335,633.00</b>	<b>693,406.26</b>	<b>1,642,226.74</b>	<b>32.37%</b>
<b>Total Capital Outlay</b>	<b>693,406.26</b>	<b>2,335,633.00</b>	<b>693,406.26</b>	<b>1,642,226.74</b>	<b>32.37%</b>
<b>Total Expenses</b>	<b>4,426,620.80</b>	<b>8,405,124.00</b>	<b>4,426,620.80</b>	<b>3,978,503.20</b>	<b>54.00%</b>

**Tillamook County Transportation District**  
Financial Statement

02 - Property Management Fund  
From 7/1/2023 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	0.00	45,000.00	0.00	(45,000.00)	0.00%
Lease Income	23,500.00	36,000.00	23,500.00	(12,500.00)	65.27%
Lease Operational Exp Income	15,804.62	15,000.00	15,804.62	804.62	1,215.74%
Transfer From General Fund	25,000.00	13,911.00	25,000.00	11,089.00	(204.06)%
Transfer from Capital Reserve	124,573.00	0.00	124,573.00	124,573.00	0.00%
<b>Total Resources</b>	<u>188,877.62</u>	<u>109,911.00</u>	<u>188,877.62</u>	<u>78,966.62</u>	<u>269.64%</u>
<b>Expenses</b>					
<b>Materials and Services</b>					
Professional Services	0.00	2,000.00	0.00	2,000.00	0.00%
Property Operating Expense	24,610.28	28,600.00	24,610.28	3,989.72	81.95%
Property Maint. & Repair	41,802.12	35,192.00	41,802.12	(6,610.12)	113.12%
<b>Total Materials and Services</b>	<u>66,412.40</u>	<u>65,792.00</u>	<u>66,412.40</u>	<u>(620.40)</u>	<u>96.27%</u>
<b>Capital Outlay</b>					
<b>Debt Service</b>					
PUD Loan Expense	0.00	6,850.00	0.00	6,850.00	0.00%
OTIB TVC Loan 0071	5,479.32	10,959.00	5,479.32	5,479.68	49.99%
OTIB Loan 0061	26,310.44	26,310.00	26,310.44	(0.44)	100.00%
<b>Total Debt Service</b>	<u>31,789.76</u>	<u>44,119.00</u>	<u>31,789.76</u>	<u>12,329.24</u>	<u>85.30%</u>
<b>Capital Purchases</b>					
Building Repair & Renovation	354,170.98	0.00	354,170.98	(354,170.98)	0.00%
<b>Total Capital Purchases</b>	<u>354,170.98</u>	<u>0.00</u>	<u>354,170.98</u>	<u>(354,170.98)</u>	<u>0.00%</u>
<b>Total Capital Outlay</b>	<u>385,960.74</u>	<u>44,119.00</u>	<u>385,960.74</u>	<u>(341,841.74)</u>	<u>1,035.61%</u>
<b>Total Expenses</b>	<u>452,373.14</u>	<u>109,911.00</u>	<u>452,373.14</u>	<u>(342,462.14)</u>	<u>425.76%</u>

MONTHLY BOARD REPORTING - ALL ACCOUNTS

**Tillamook County Transportation District**  
**Financial Statement**  
**04 - Capital Reserve Fund**  
**From 7/1/2023 Through 6/30/2024**

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	0.00	857,000.00	0.00	(857,000.00)	0.00%
Interest Income	80,179.18	25,000.00	80,179.18	55,179.18	320.71%
<b>Total Resources</b>	<u>80,179.18</u>	<u>882,000.00</u>	<u>80,179.18</u>	<u>(801,820.82)</u>	<u>6.12%</u>
<b>Expenses</b>					
<b>Materials and Services</b>					
Fees & Licenses	0.25	0.00	0.25	(0.25)	0.00%
<b>Total Materials and Services</b>	<u>0.25</u>	<u>0.00</u>	<u>0.25</u>	<u>(0.25)</u>	<u>0.00%</u>
<b>Transfers</b>					
Reserve for Future Expenditure	0.00	882,000.00	0.00	882,000.00	0.00%
<b>Total Transfers</b>	<u>0.00</u>	<u>882,000.00</u>	<u>0.00</u>	<u>882,000.00</u>	<u>0.00%</u>
<b>Total Expenses</b>	<u>0.25</u>	<u>882,000.00</u>	<u>0.25</u>	<u>881,999.75</u>	<u>0.00%</u>



**Tillamook County Transportation District**

Financial Statement

05 - Vehicle Purchase Reserve Fund

From 7/1/2023 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	0.00	34,225.00	0.00	(34,225.00)	0.00%
Transfer From General Fund	0.00	3,000.00	0.00	(3,000.00)	0.00%
<b>Total Resources</b>	<u>0.00</u>	<u>37,225.00</u>	<u>0.00</u>	<u>(37,225.00)</u>	<u>0.00%</u>
<b>Expenses</b>					
Transfers					
Reserve for Future Expenditure	0.00	37,225.00	0.00	37,225.00	0.00%
<b>Total Transfers</b>	<u>0.00</u>	<u>37,225.00</u>	<u>0.00</u>	<u>37,225.00</u>	<u>0.00%</u>
<b>Total Expenses</b>	<u>0.00</u>	<u>37,225.00</u>	<u>0.00</u>	<u>37,225.00</u>	<u>0.00%</u>

**Tillamook County Transportation District**  
**Financial Statement**  
**06 - Bus Wash Maintenance Reserve**  
**From 7/1/2023 Through 6/30/2024**

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	3500	23,140.00	0.00	(23,140.00)	0.00%
<b>Total Resources</b>	<u>3500</u>	<u>23,140.00</u>	<u>0.00</u>	<u>(23,140.00)</u>	<u>0.00%</u>
<b>Expenses</b>					
Transfers					
Reserve for Future Expenditure	9175	23,140.00	0.00	23,140.00	0.00%
Total Transfers	<u>9175</u>	<u>23,140.00</u>	<u>0.00</u>	<u>23,140.00</u>	<u>0.00%</u>
<b>Total Expenses</b>	<u>9175</u>	<u>23,140.00</u>	<u>0.00</u>	<u>23,140.00</u>	<u>0.00%</u>

**Tillamook County Transportation District**

Financial Statement

08 - Northwest Oregon Transit Allia

From 7/1/2023 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital	0.00	80,000.00	0.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	48,000.00	183,616.00	48,000.00	(135,616.00)	13.53%
Transfer From General Fund	12,000.00	1,208,976.00	12,000.00	(1,196,976.00)	(1.25)%
Transfer from STIF Fund	0.00	160,000.00	0.00	(160,000.00)	0.00%
<b>Total Resources</b>	<b>60,000.00</b>	<b>1,632,592.00</b>	<b>60,000.00</b>	<b>(1,572,592.00)</b>	<b>(8.78)%</b>
<b>Expenses</b>					
<b>Materials and Services</b>					
Professional Services	3,659.50	5,000.00	3,659.50	1,340.50	73.19%
Administrative Support	16,412.11	25,000.00	16,412.11	8,587.89	65.64%
Website Maintenance	44,944.99	15,000.00	44,944.99	(29,944.99)	112.36%
Marketing	39,842.80	40,000.00	39,842.80	157.20	796.85%
Travel & Training	5,920.46	10,000.00	5,920.46	4,079.54	0.00%
<b>Total Materials and Services</b>	<b>110,779.86</b>	<b>95,000.00</b>	<b>110,779.86</b>	<b>(15,779.86)</b>	<b>147.71%</b>
<b>Transfers</b>					
Transfer to General Fund	3,000.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal	0.00	165,616.00	0.00	165,616.00	0.00%
<b>Total Transfers</b>	<b>3,000.00</b>	<b>168,616.00</b>	<b>3,000.00</b>	<b>165,616.00</b>	<b>0.83%</b>
<b>Capital Outlay</b>					
Capital Purchases					
Bus Stop Signage/Shelters	0.00	1,368,976.00	0.00	1,368,976.00	0.00%
<b>Total Capital Purchases</b>	<b>0.00</b>	<b>1,368,976.00</b>	<b>0.00</b>	<b>1,368,976.00</b>	<b>0.00%</b>
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>1,368,976.00</b>	<b>0.00</b>	<b>1,368,976.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>113,779.86</b>	<b>1,632,592.00</b>	<b>113,779.86</b>	<b>1,518,812.14</b>	<b>8.17%</b>

**Tillamook County Transportation District**

Financial Statement

09 - NW RIDES ACCOUNT

From 7/1/2023 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	Current Period 100%
<b>Resources</b>					
Working Capital	0.00	100,000.00	0.00	(100,000.00)	0.00%
4026 NWR Revenue	5,321,708.00	4,487,597.00	5,321,708.00	834,111.00	101.39%
4027 NWR Reserve	1,032,191.09	325,000.00	1,032,191.09	707,191.09	243.44%
4510 Interest Income	0.00	800.00	0.00	(800.00)	0.00%
<b>Total Resources</b>	<b>6,353,899.09</b>	<b>4,913,397.00</b>	<b>6,353,899.09</b>	<b>1,440,502.09</b>	<b>95.02%</b>
<b>Expenses</b>					
<b>Personnel Services</b>					
Payroll: Administration	314,759.52	392,781.00	314,759.52	78,021.48	72.85%
5041 Payroll: Indirect	12,997.50	21,255.00	12,997.50	8,257.50	55.59%
5050 Payroll Expense	41,724.35	35,935.00	41,724.35	(5,789.35)	105.55%
5051 Payroll Healthcare	68,143.94	104,202.00	68,143.94	36,058.06	60.55%
5052 Payroll Retirement	15,587.70	31,562.00	15,587.70	15,974.30	44.89%
5053 Payroll Veba	10,477.88	14,805.00	10,477.88	4,327.12	64.33%
5055 Workers Compensation Ins.	603.83	500.00	603.83	(103.83)	115.01%
<b>Total Personnel Services</b>	<b>464,294.72</b>	<b>601,040.00</b>	<b>464,294.72</b>	<b>136,745.28</b>	<b>70.45%</b>
<b>Materials and Services</b>					
Professional Services	1,020.00	5,000.00	1,020.00	3,980.00	19.42%
5140 Office Equipment R&R	4,353.13	2,700.00	4,353.13	(1,653.13)	14.51%
5145 Computer R&M	28,251.18	21,217.00	28,251.18	(7,034.18)	126.81%
5150 Fees & Licenses	35,560.00	53,000.00	35,560.00	17,440.00	54.70%
5160 Insurance	6,547.00	6,167.00	6,547.00	(380.00)	100.00%
5170 Office Expense	6,471.67	5,000.00	6,471.67	(1,471.67)	92.45%
5180 Operational Expense	1,697.23	1,500.00	1,697.23	(197.23)	22.62%



**Tillamook County Transportation District**

Financial Statement

09 - NW RIDES ACCOUNT

From 7/1/2023 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
5210 Telephone Expense	24,296.00	19,300.00	24,296.00	(4,996.00)	109.19%
5220 Travel & Training	151.92	1,500.00	151.92	1,348.08	9.64%
5260 Postage	139.86	500.00	139.86	360.14	26.64%
5265 Purchased Transportation	3,652,217.69	3,590,828.00	3,652,217.69	(61,389.69)	91.30%
5266 Member Mileage Reimbursement	360,479.17	159,725.00	360,479.17	(200,754.17)	85.82%
5267 Volunteer Mileage Reimburse	435,819.80	126,263.00	435,819.80	(309,556.80)	72.63%
5281 Office Rent	4,800.00	4,800.00	4,800.00	0.00	32.00%
5300 Property Operating Expense	4,824.17	3,000.00	4,824.17	(1,824.17)	153.14%
Total Materials and Services	4,566,628.82	4,000,500.00	4,566,628.82	(566,128.82)	87.72%
Transfers					
9175 Reserve for Future Expenditure	0.00	311,857.00	0.00	311,857.00	0.00%
Total Transfers	0.00	311,857.00	0.00	311,857.00	0.00%
Total Expenses	5,030,923.54	4,913,397.00	5,030,923.54	(117,526.54)	79.99%

**Tillamook County Transportation District**

Financial Statement

10 - STIF

From 7/1/2023 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Current Period Budget Variance - Original	100%
<b>Resources</b>					
Working Capital					
3500	0.00	513,826.00	0.00	(513,826.00)	0.00%
STIF Formula					
4135	809,780.00	304,342.00	809,780.00	505,438.00	178.74%
STIF Intercommunity					
4136	0.00	140,000.00	0.00	(140,000.00)	0.00%
STIF Discretionary					
4137	0.00	462,048.00	0.00	(462,048.00)	0.00%
Interest Income					
4510	8,048.97	0.00	8,048.97	8,048.97	0.00%
<b>Total Resources</b>	<b>817,828.97</b>	<b>1,420,216.00</b>	<b>817,828.97</b>	<b>(602,387.03)</b>	<b>83.30%</b>
<b>Expenses</b>					
Materials and Services					
Fees & Licenses					
5150	0.45	0.00	0.45	(0.45)	0.00%
<b>Total Materials and Services</b>	<b>0.45</b>	<b>0.00</b>	<b>0.45</b>	<b>(0.45)</b>	<b>0.00%</b>
Special Payments					
STF Payments to Recipients					
5200	21,192.00	21,192.00	21,192.00	0.00	100.00%
STIF Payments to Recipients					
5201	17,660.00	24,861.00	17,660.00	7,201.00	71.03%
<b>Total Special Payments</b>	<b>38,852.00</b>	<b>46,053.00</b>	<b>38,852.00</b>	<b>7,201.00</b>	<b>84.36%</b>
Transfers					
Transfer to General Fund					
9130	0.00	769,284.00	0.00	769,284.00	0.00%
Reserve for Future Expenditure					
9175	0.00	513,826.00	0.00	513,826.00	0.00%
Unappropriated Ending Fund Bal					
9180	0.00	91,053.00	0.00	91,053.00	0.00%
<b>Total Transfers</b>	<b>0.00</b>	<b>1,374,163.00</b>	<b>0.00</b>	<b>1,374,163.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>38,852.45</b>	<b>1,420,216.00</b>	<b>38,852.45</b>	<b>1,381,363.55</b>	<b>4.73%</b>



# ANNUAL OPERATIONS PERFORMANCE & ANALYSIS

FY 2023-2024

Tillamook County Transportation District

3600 Third St, Ste A  
Tillamook, OR 97141





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## Acknowledgements

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This report has been prepared by Operations Superintendent Michael Reed for General Manager Brian Vitulli. It is intended to be used as an informational tool by administrative staff, as a report to TCTD Board of Directors on the operational performance of the District, and a reference guide for future service and financial planning purposes both internally and for public advisory committees.

The FY 2023/24 Operations Performance and Analysis is made possible through extensive work by administrative staff, the following individuals made significant contributions to the work found in this report:

- Brian Vitulli, General Manager
- Cathy Bond, Finance Supervisor
- Cristel Scott, Operations Coordinator
- Jules Deputy, NWR Brokerage Manager

Operations staff would also like to recognize the diligent daily efforts of dozens of TCTD drivers and dispatchers who take care to accurately record the data used in this report and analysis, without whom we could not fulfill the Mission, Vision, and Values of the District.

Thank you!

# Introduction

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The information contained in this report is designed specifically to present and contextualize data from July 1, 2023 through June 30, 2024 (FY 2023/24). During the fiscal year TCTD operated three distinct service plans and underwent an additional change to inter-city service in December 2023. The District underwent each of these changes as a direct result of driver labor shortages. While this document is not intended to address the root cause of the shortages, it is important to understand the personnel and resource fluctuations impact on ridership statistics and the number of service hours operated.

As it is unusual for the District to undergo such a high frequency of service changes during the course of a fiscal year, it is imperative that this report contain clear documentation of the causes of the changes in operational productivity and detailed analysis of each. It is the desire of the Operations team that this data be used to help inform future planning and service change decisions as well as acting as a record of the impacts experienced during FY 2023/24.

The Pacific City Free Shuttle was also discontinued for the summer of 2024. This service usually runs 3 days per week between Memorial Day and Labor Day. As the fiscal year only captures a portion of each PC Shuttle season, it was most appropriate in this data to not include any ridership or hourly performance statistics for this service as not to further complicate the figures.

## July 1, 2023 Service Plan

TCTD began the fiscal year by discontinuing fixed route 70X services from Salem to Grand Ronde due to the inability to recruit drivers in the Salem metro area, and the operational stress that a transportation district in Tillamook, OR experienced attempting to fulfill obligations to the public from 2 hours away.

Other than the change to 70X, the District was also required to scale down on-demand Dial-A-Ride/NEMT due to labor shortages at the Tillamook Headquarters. Dispatch was operated with 2 employees staggered from 4:30am to 9:30pm, creating dispatch coverage 5 days per week for the entirety of the service hours during those days.

Aside from the listed changes, TCTD operates the same service plan expansion implemented from January 22, 2023. All departure times listed are from the Tillamook Transit Center except as noted.

### ROUTE 1

- 13 Town Loops per day, departing hourly from 7:00am-7:00pm

### ROUTE 2

- 5 trips per day, departing at 9:05am, 10:30am, 1:00pm, 2:54pm, 5:15pm

### ROUTE 3

- 6 trips per day, 4 to Cannon Beach and 2 to Manzanita
- Cannon Beach trips at 8:00am, 10:00am, 2:30pm, 6:15pm
- Manzanita trips at 4:55am and 12:40pm

### ROUTE 4

- 4 trips per day, departing at 4:55am, 10:00am, 2:30pm, 6:15pm

### ROUTE 5

- 3 trips per day, departing from HQ Park and Ride at 4:55am, 8:10am, 4:00pm

### ROUTE 6

- 4 trips per day, 7:50am, 11:25am, 1:15pm, 4:00pm

### ROUTE 60X

- 3 trips per day departing from Chinook Winds in Lincoln City at 6:20am, 11:50am, 5:30pm

### Dial-A-Ride Capacity

3 Full-Time Drivers

3-4 Part-Time Drivers



## December 10, 2023 60X Elimination

Between the July 1 beginning of the FY 2023/24 and December 10, TCTD experienced additional labor shortages. District HQ was now operating with a single dispatcher from 8:00am to 5:00pm, requiring dispatch and radio coverage from the Operations Coordinator. The full time driver working out of Lincoln City retired, as well as turnover of 3 additional drivers out of the Tillamook office.

Unable to send additional drivers to Lincoln City 7 days per week and maintain the service, the decision was made to discontinue Route 60X from Lincoln City to Salem. This change allowed the District to maintain current in-county driver levels and Dial-A-Ride capacity. The service plan at December 10, 2023 was as follows:

### ROUTE 1

- 13 Town Loops per day, departing hourly from 7:00am-7:00pm

### ROUTE 2

- 5 trips per day, departing at 9:05am, 10:30am, 1:00pm, 2:54pm, 5:15pm

### ROUTE 3

- 6 trips per day, 4 to Cannon Beach and 2 to Manzanita
- Cannon Beach trips at 8:00am, 10:00am, 2:30pm, 6:15pm
- Manzanita trips at 4:55am and 12:40pm

### ROUTE 4

- 4 trips per day, departing at 4:55am, 10:00am, 2:30pm, 6:15pm

### ROUTE 5

- 3 trips per day, departing from HQ Park and Ride at 4:55am, 8:10am, 4:00pm

### ROUTE 6

- 4 trips per day, 7:50am, 11:25am, 1:15pm, 4:00pm

### Dial-A-Ride Capacity

3 Full-Time Drivers

3-4 Part-Time Drivers



## March 31, 2024 Service Reduction

Ongoing labor shortages eventually made it very challenging to continue upholding our service commitments to the community, and necessitated an off-cycle shift bid and service reduction. HQ still operates with a single dispatcher. Great care was taken to make cuts that would cause the least disruption to the smallest portion of the transit community in Tillamook County. After considering 5 alternative service plans, the following was decided upon as an administrative team:

### ROUTE 1 (Loss of 7:00pm service)

- 12 Town Loops per day, departing hourly from 7:00am-6:00pm

### ROUTE 2 (Loss of 3 daily trips and service times adjusted)

- 2 trips per day, departing at 9:05am and 1:30pm

### ROUTE 3

- 6 trips per day, 4 to Cannon Beach and 2 to Manzanita
- Cannon Beach trips at 8:00am, 10:00am, 2:30pm, 6:15pm
- Manzanita trips at 4:55am and 12:40pm

### ROUTE 4 (Change of 6:15pm departure to 6:20pm)

- 4 trips per day, departing at 4:55am, 10:00am, 2:30pm, 6:20pm

### ROUTE 5 (Loss of 4:55am departure)

- 2 trips per day, departing from HQ Park and Ride at 8:10am, 4:00pm

### ROUTE 6 (Loss of 1 daily loop, service time adjustments for each loop)

- 3 trips per day, departing at 7:50am, 12:45pm, and 2:20pm

### Dial-A-Ride Capacity

3 Full-Time Drivers

2-3 Part-Time Drivers

## May 12, 2024 Service Reduction

In order to prevent further off-cycle or emergency reductions in service, and to provide the District an opportunity to recruit and train new employees, the service plan was altered on May 12<sup>th</sup> to limit all in-county fixed routes to 6 days per week (Monday through Saturday), continuing 7 day per week service on Route 5, and continuing with all service times and frequencies established on March 31<sup>st</sup>, 2024.

The 2024 PC Shuttle service was also suspended for the season.

### ROUTE 1 (Monday through Saturday)

- 12 Town Loops per day, departing hourly from 7:00am-6:00pm

### ROUTE 2 (Monday through Saturday)

- 2 trips per day, departing at 9:05am and 1:30pm

### ROUTE 3 (Monday through Saturday)

- 6 trips per day, 4 to Cannon Beach and 2 to Manzanita
- Cannon Beach trips at 8:00am, 10:00am, 2:30pm, 6:15pm
- Manzanita trips at 4:55am and 12:40pm

### ROUTE 4 (Monday through Saturday)

- 4 trips per day, departing at 4:55am, 10:00am, 2:30pm, 6:20pm

### ROUTE 5 (7 days per week)

- 2 trips per day, departing from HQ Park and Ride at 8:10am, 4:00pm

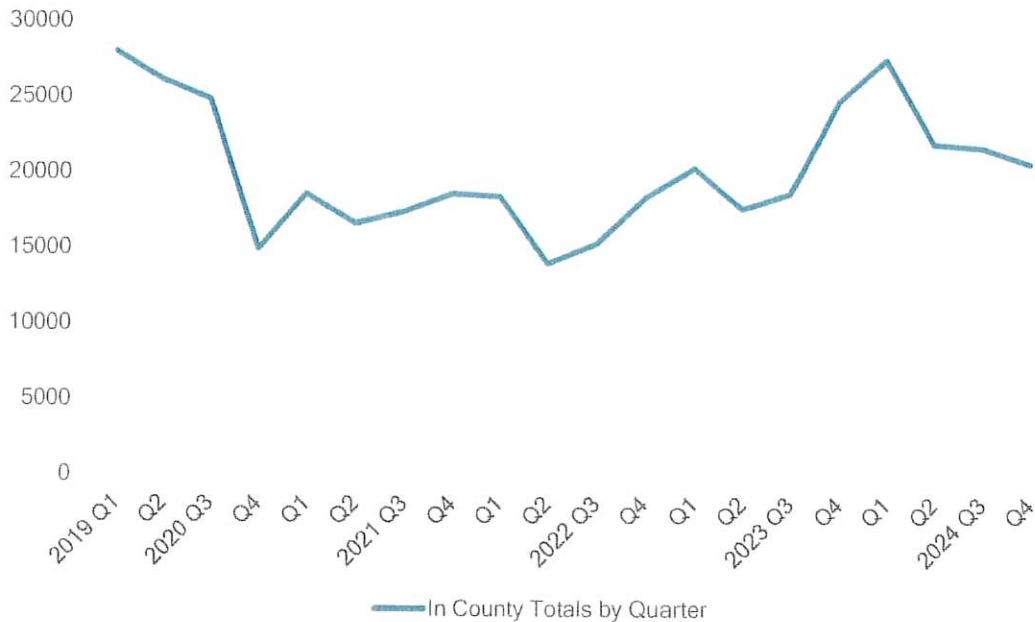
### ROUTE 6 (Monday through Saturday)

- 3 trips per day, departing at 7:50am, 12:45pm, and 2:20pm

### Dial-A-Ride Capacity

- 3 Full-Time Drivers
- 2-6 Part-Time Drivers

## Total In-County Ridership 5 Year Trend



The above chart shows the overall ridership/boardings on TCTD services in Tillamook County for the prior 5 years, including this year's FY 2023/24 data.

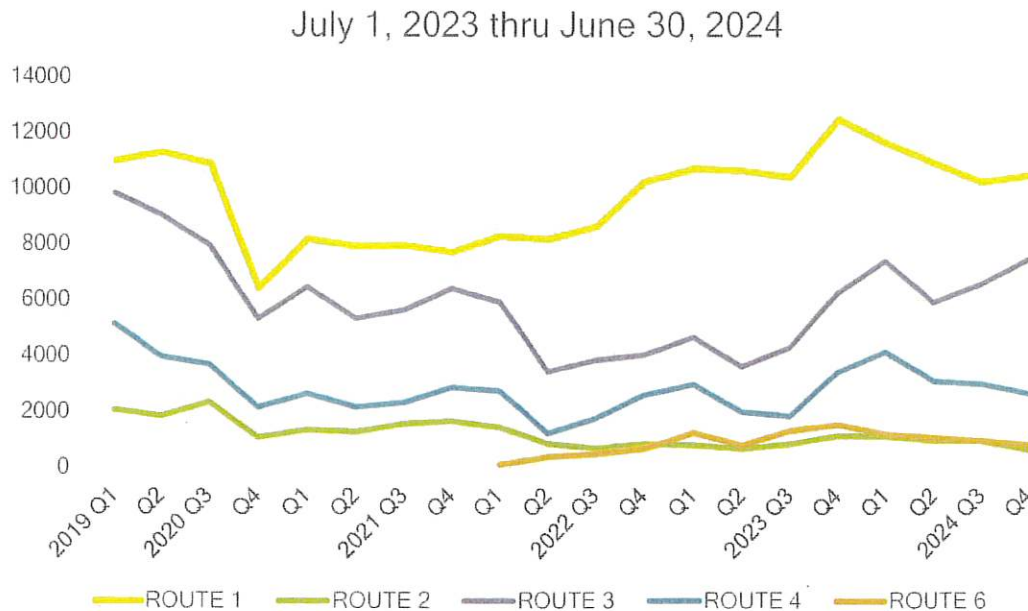
Note the sharp decline in ridership seen in 2020 Q3. These declines will be projected in many of the following graphics and show the impact of pandemic related effects on service and ridership.

Between summer and fall quarters (shown as Q1 & Q2) there is consistently a considerable drop in ridership. This is due largely to seasonal changes in boardings, impacted by weather and tourism. Traditionally the ridership will rebound in Q3 and peak in Q4. In FY 2023/24 TCTD did not experience the expected "bump" in ridership due to the service reductions and detailed in the prior pages of this report.

Also of note in this trend is the complete recovery to pre-pandemic levels in the summer of 2023 (Q1) and the noticeable increase in Q2 & Q3 ridership in FY 2023/24 compared to the previous 3 years. It is reasonable to expect that without service reductions TCTD would have served more passengers in FY 2023/24 than it ever has before.



## In-County Ridership Trend by Route



The chart above shows the same 5 year trend, instead broken down by route to demonstrate to the reader which services contributed to increases or declines in ridership. This is a rough tool to understand performance based upon passenger boardings.

**Route 1** (Tillamook Town Loop) had its highest performing quarter in Q4 of 2023. Rt 1 failed to maintain or continue to grow as a direct result of service reductions during FY 2023/24.

**Route 2** (Netarts/Oceanside) has continued to struggle in post pandemic recovery for ridership. Detailed description of decline/growth can be found on Page 26.

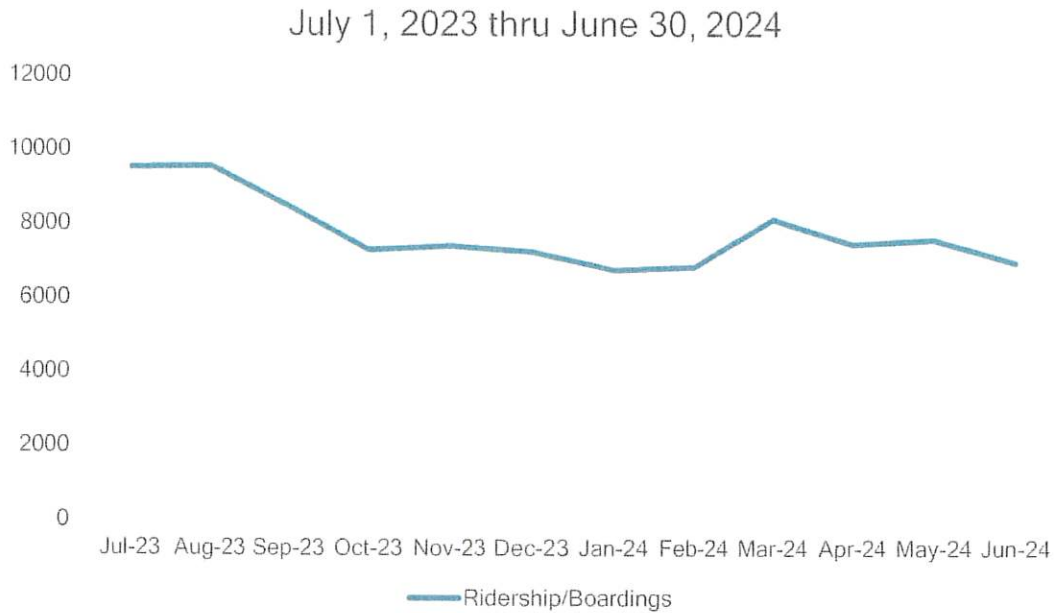
**Route 3** (Manzanita/Cannon Beach) passenger counts have grown significantly since the re-installation of 6 routes per day in January 2023.

**Route 4** (Lincoln City) ridership has fluctuated but stayed mostly flat over the 5 year trend.

**Route 6** (Port of Tillamook Bay Loop) was implemented in Q1 of FY 2021/22 and until FY 2023/24 was referred to in reporting as Route 2b.



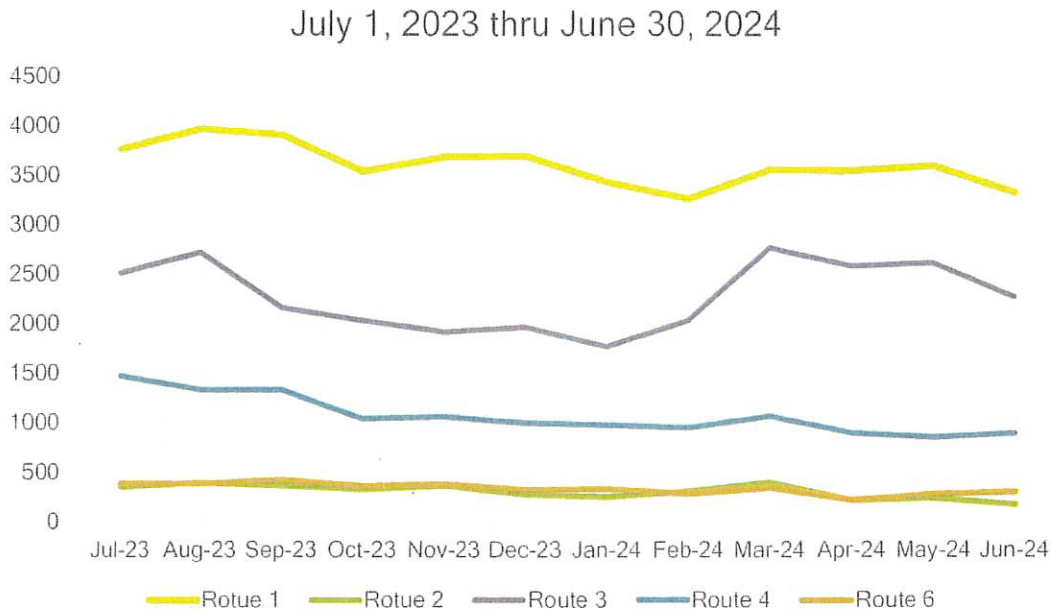
## In-County Ridership FY 2023/24



The chart above shows in-county ridership performance as a whole for the District for FY 2023/24. This can be used as a rough tool to understand how service changes impacted the number of passengers and at what time of the year those changes occurred.

Note the lack of increase generally seen for Q4 (April-June). This is the first time since the onset of the pandemic that Q4 ridership has not grown year over year.

# In-County Monthly Performance FY 2023/24

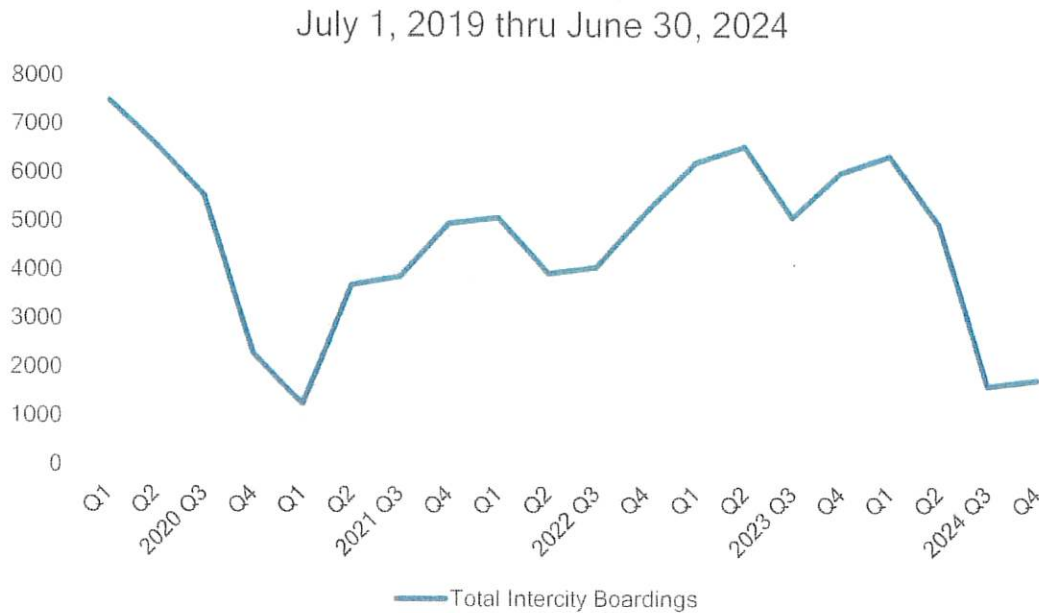


The chart above shows in-county ridership performance broken down by route for FY 2023/24. This is useful for understanding how each route performed, in comparison to one another, over the course of the fiscal year.

Of particular note here is the very strong growth of [Route 3](#) ridership compared to the gradual decline on [Route 4](#). Neither of these two routes had the number of daily services reduced or times of service changed throughout the fiscal year, yet growth occurred on Route 3 while we see declining ridership on Route 4. Both routes had Sunday service eliminated with the service reduction in May 2024.

[Route 1](#) (Tillamook Town Loop) ridership declined in Q4. This impact will be further explained on Page 25.

## Total Inter-City Ridership 5 Year Trend

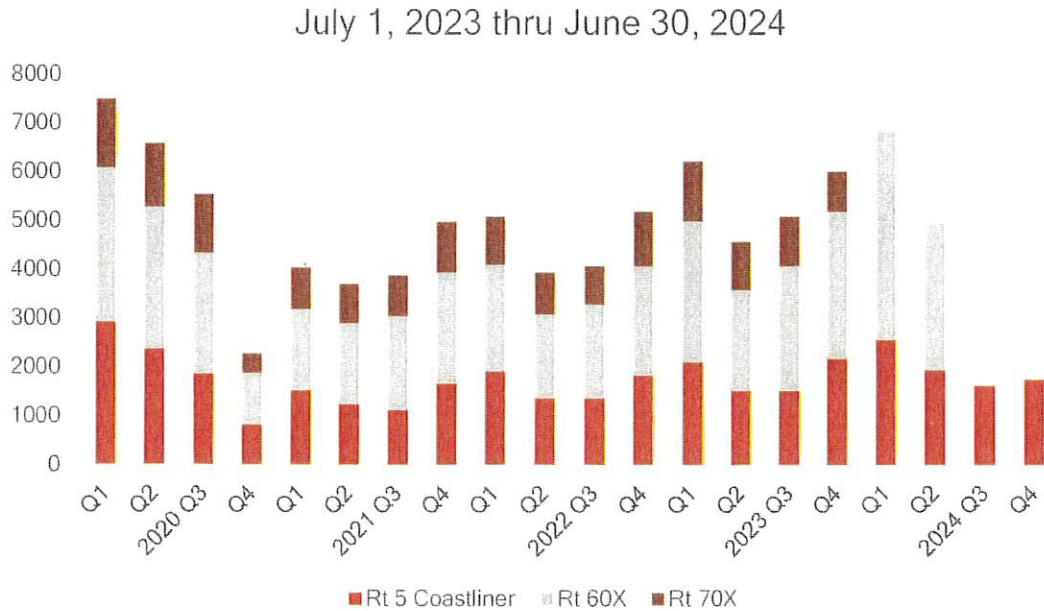


The chart above shows inter-city ridership performance as a whole for the District for FY 2019/20 through FY 2023/24. This includes the Route 5 Coastliner as well as Routes 60X & 70X Coastal Connectors.

Pandemic related ridership impacts are observed in these services as well, most notably in 2020 Q3. Inter-city services experienced a much sharper decline than in-county did during this time period, but also saw quick recovery when federal mask mandates were lifted in the Q3 of 2022.

Additional declines occurred upon service reduction and elimination of Coastal Connector 60X & 70X and are detailed on the following page.

# Inter-City Ridership Trend by Route



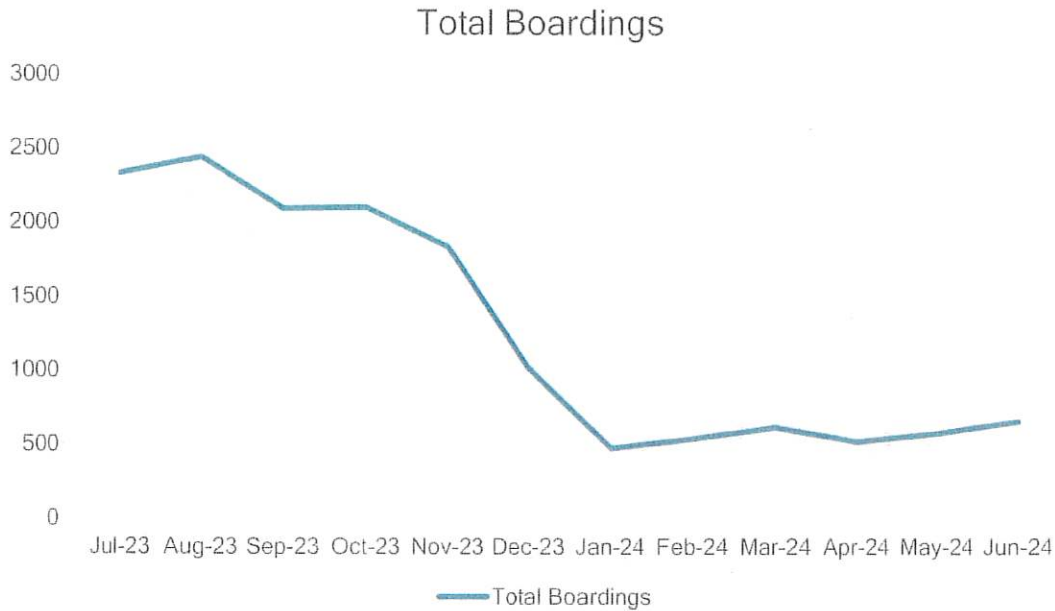
The end of FY 2022/23 was also the discontinuation of **Route 70X** (Salem-Grand Ronde). The chart above shows that ridership on **Route 60X** (Lincoln City-Salem) grew to an extent that it supplanted the total ridership of Route 70X immediately following discontinuation.

In December 2023 Route 60X was also discontinued. FY 2023/24 Q1 & Q2 maintained prior ridership levels by only operating one route.

From FY 2023/24 Q3 forward, TCTD only operated inter-city services on **Route 5** (Tillamook-Portland). Q4 ridership was depressed due to several factors including reduced in-county service after March 31, 2024, reduction of trips per day from three to two, and in-county service reduction on Sundays beginning May 12, 2024.



## Inter-City Ridership FY 2023/24

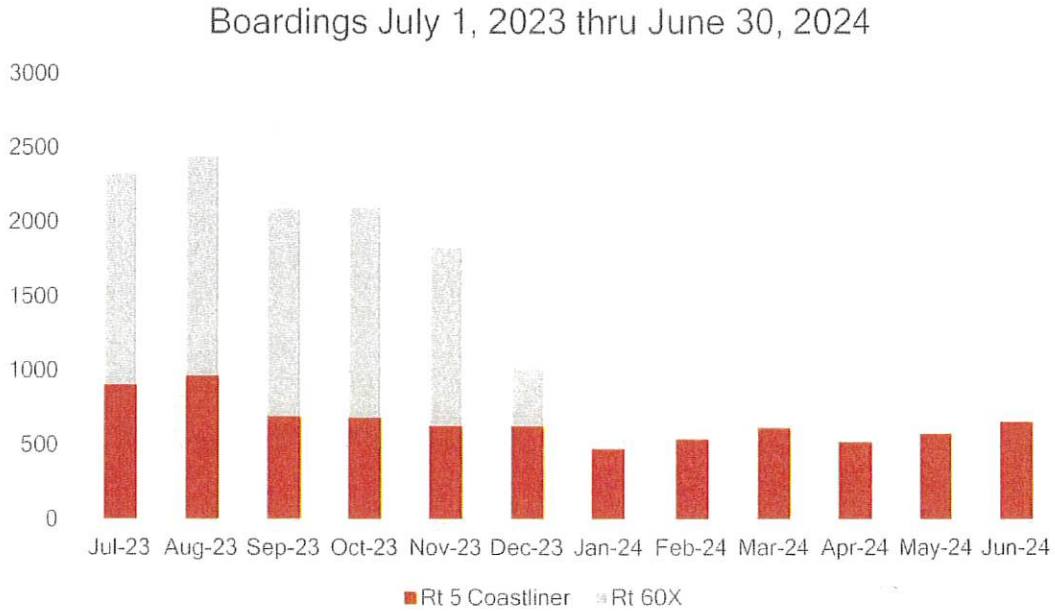


The chart above shows inter-city ridership performance as a whole for the District for FY 2023/24 by monthly performance. This can be used as a rough tool to understand how service changes impacted the number of passengers and at what time of the year those changes occurred.

Of note in this graph is the sharp decrease in December 2023 after the elimination of Route 60X.

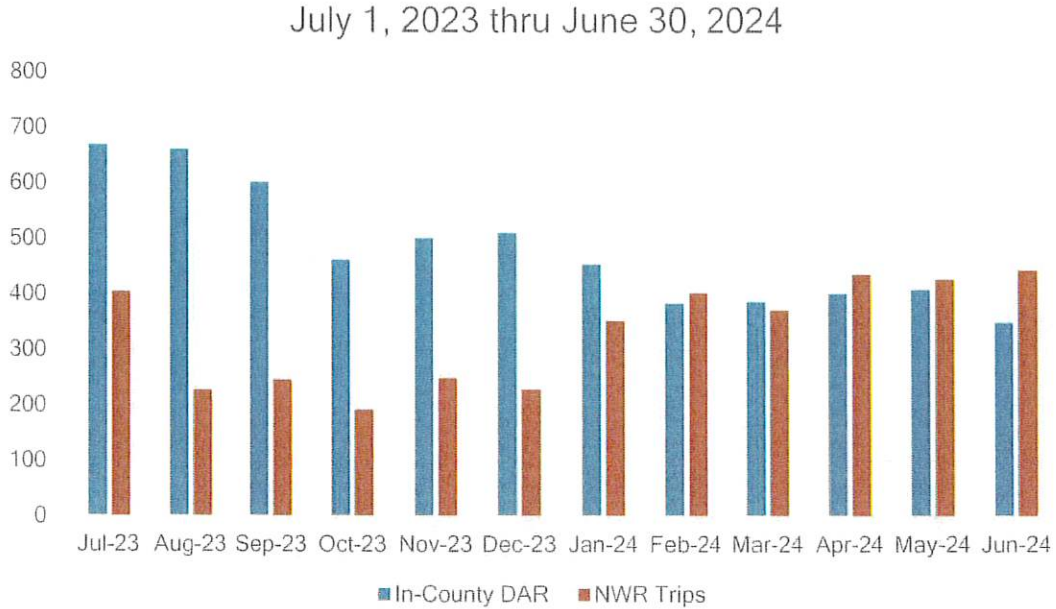
Inter-city ridership numbers now only include Route 5 Coastliner to Portland, and at a frequency of 2 times per day.

# Inter-City Monthly Ridership FY 2023/24



This chart shows the share of inter-city ridership throughout FY 2023/24 between **Route 5** and

# Dial-A-Ride Ridership FY 2023/24

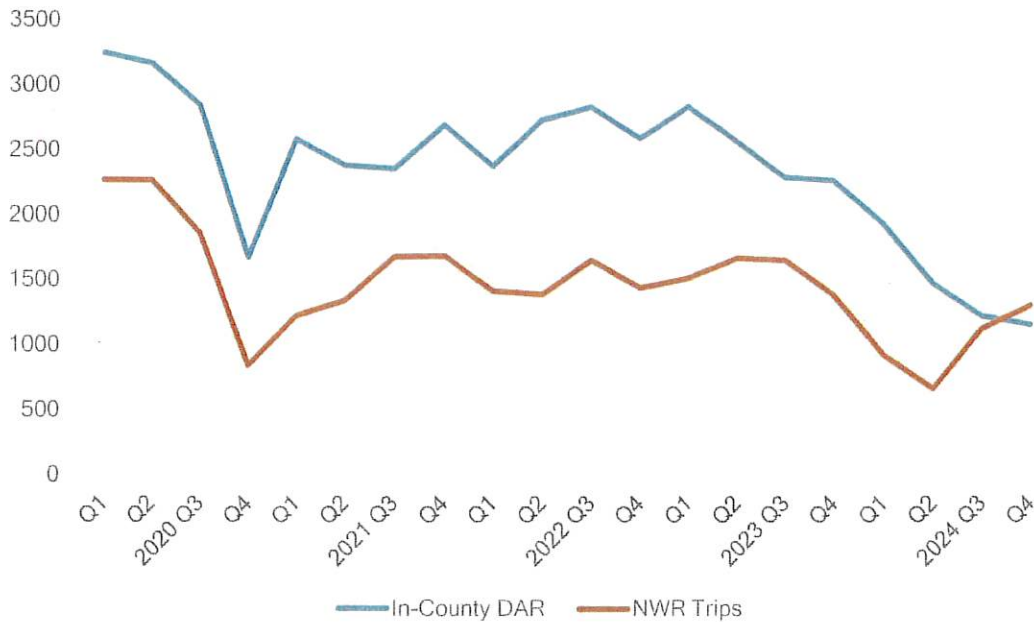


TCTD offers [Dial-A-Ride](#) (Demand Response) services within Tillamook County, as well as fulfilling non-emergency medical transportation trips as a provider for [NW Rides](#). The chart above shows ridership numbers for each of these unique services and how TCTD prioritized rides for each service type based upon operational capacity.

As the District underwent a contraction in available labor and subsequent service reductions, DAR/NWR capacity shrank as well. Priority was given first to life-sustaining medical trips, doctor’s appointments, commute for employment, and groceries.

TCTD readjusted priorities between Q2 & Q3 as the only dialysis center in the county closed and left residents in need of kidney care dependent upon long distance rides for their treatment. This meant reduced capacity for in-county DAR trips as drivers were occupied on long distance medical trips for large portions of the day. These realities are reflected in the chart between December 2023 and June 2024.

## Dial-A-Ride by Service Type 5 Year Trend



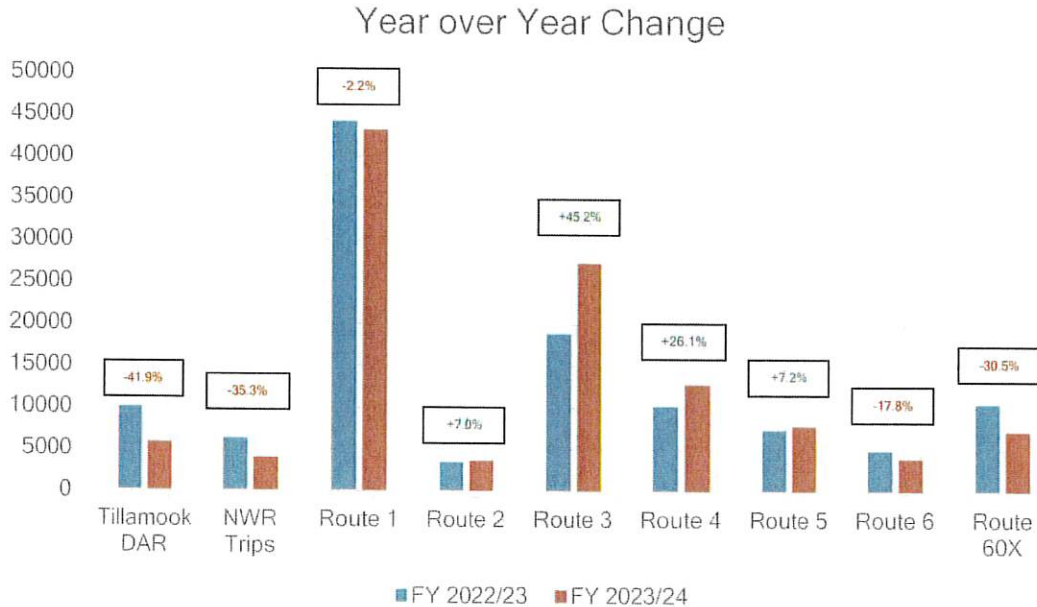
As with the other 5 year ridership trend graphs presented, a noticeable decline occurred in 2020 Q3 as a result of the pandemic. Ridership began to increase modestly on both DAR and NWR service types until a fixed-route expansion was implemented in January of 2023. This necessitated transit operators working more fixed-route shifts while new drivers were hired to fill out needs in local DAR demand response.

Instead of a growing workforce to accommodate the expanded fixed-route service plan, the workforce saw a significant shrink. This in turn meant TCTD was unable to continue operating DAR/NEMT at the same service hours as it had pre-pandemic, reflected in the decline in ridership for both services since March 2023.

FY 2023/24 Q4 is the first time that the number of NW Rides trips have overtaken the number of in-county DAR trips since the NW Rides brokerage was opened. At this time, there is still significantly more demand than TCTD has capacity to fulfill for both service types, meaning there is ample room for future growth of this service.



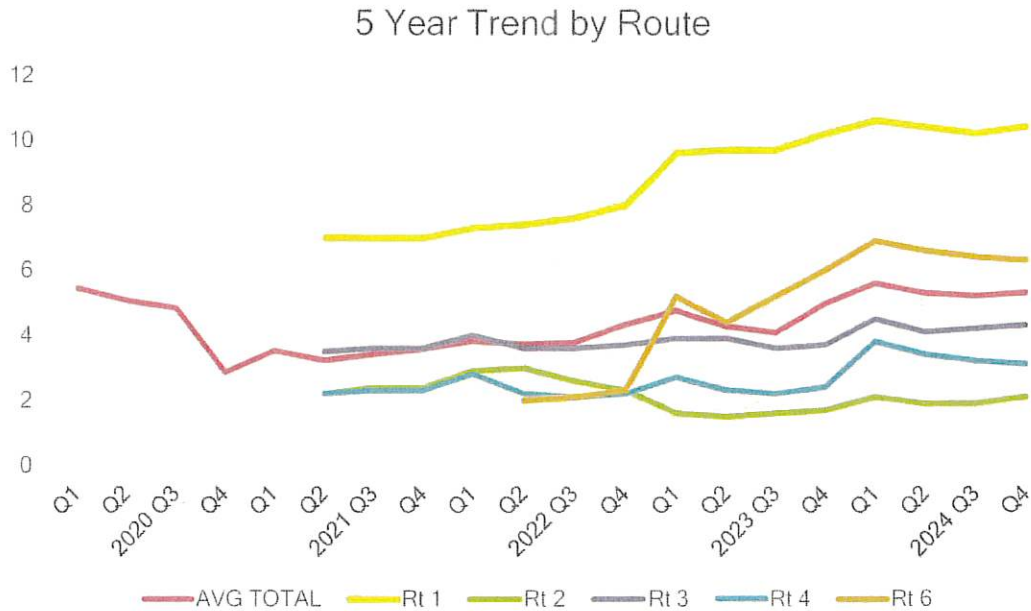
## FY 22/23 & FY 23/24 Ridership Comps



*The data reported in the chart above are consistent with the monthly performance reports prepared for the GM and presented in each board packet for the TCTD Board of Directors. The June 2024 YTD Monthly Performance Report utilizing this data is included as Appendix 1, following the annual report.*

- Largest growth was in Route 3 & Route 4
- Modest growth in Route 2 & Route 5
- Route 1 effectively even year over year
- Modest decline in Route 6
- Significant decline in both DAR and NWR services
- Elimination of 60X leading to decline

# In-County Passengers per Service Hour

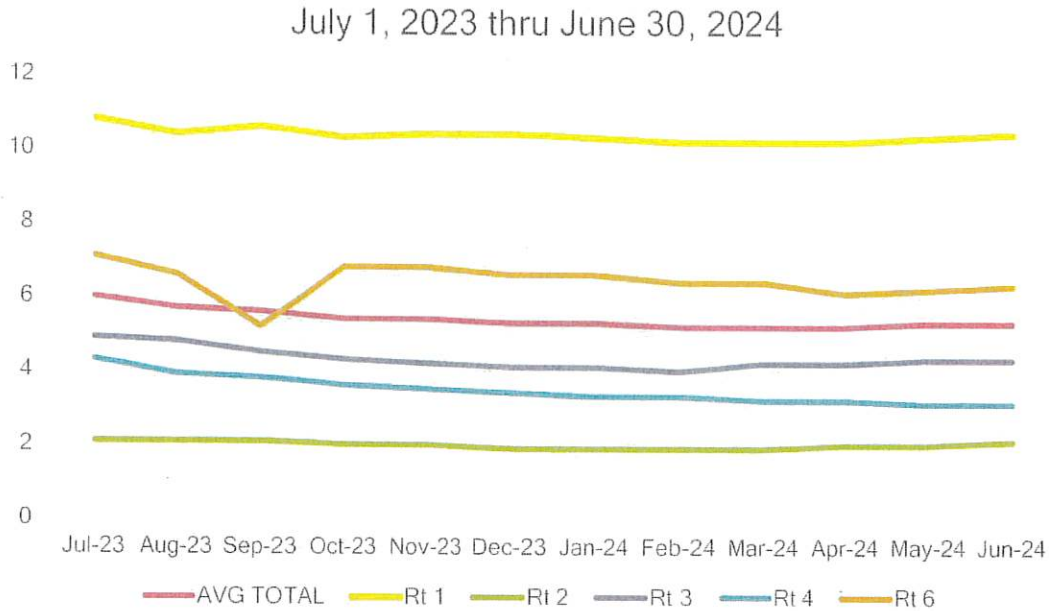


This chart is useful for measuring how many passengers utilize fixed-route public transit services in Tillamook County per hour, shown here broken down by route. This data is highly impacted by demographic and geographic issues.

For instance, **Route 1** (Tillamook Town Loop) operates by far the most service hours of all TCTD routes but also has the highest *utilization rate*, measured by passengers per service hour due to operating in the highest population density in the county as well as access to most commercial and public services.

Passengers per service hour is a way to measure how much utilization has occurred for each route. The above chart shows the in-county utilization per route over the 5 year trend.

# In-County Passengers per Service Hour



The graph above shows the passengers per service hour metric (or *utilization rate*) for in-county routes in FY 2023/24.

What is of note in this data set is how remarkably even the passengers per hour remained, regardless of the many service plan changes that were undertaken during the course of the fiscal year. This demonstrates that increases or decreased made in service hours can reasonably be expected to produce proportional utilization of services.

# Inter-City Passengers per Service Hour

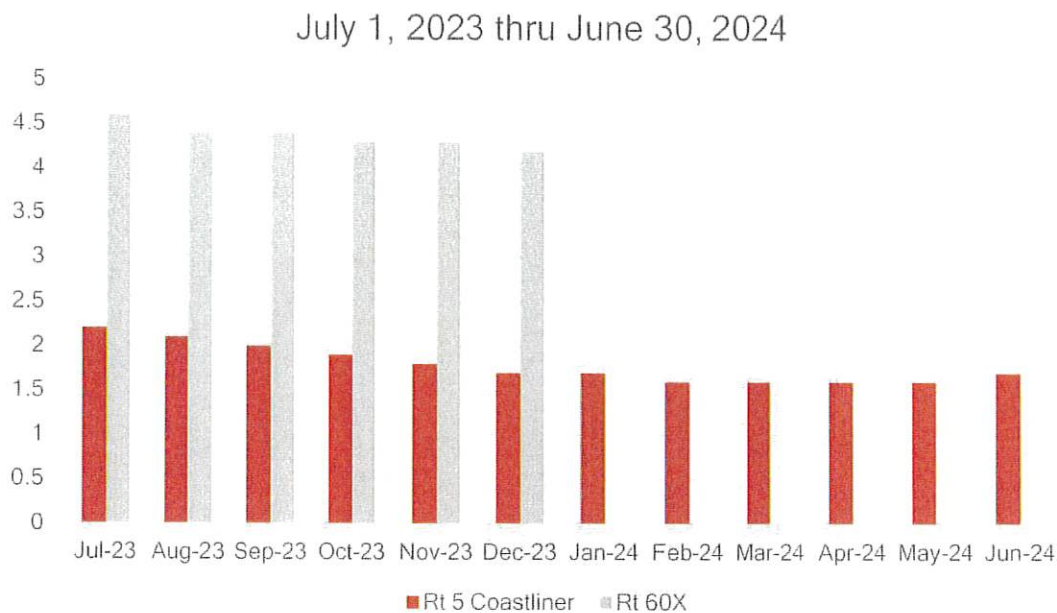


Above is the chart for utilization of inter-city services, by route, over the 5 year trend. This graphic includes two unique elements; data is not presented for individual routes prior 2021 Q3 due to preparation by another employee, and an average total is included as a tool to help understand the relationship between “inter-city averages” and FY 2023/24 Q3 forward when the only metric contributing to inter-city is now **Route 5 Coastliner**.

**Route 60X** and **Route 70X** both experienced periods of utilization growth prior to discontinuations in 2023.



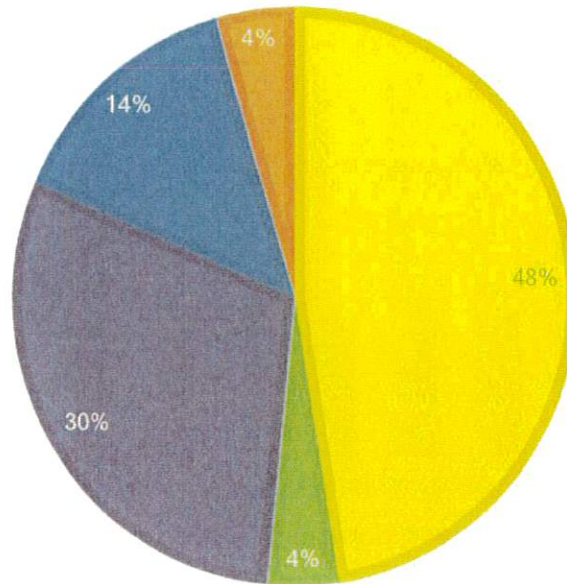
## Inter-City Passengers per Service Hour



This chart shows inter-city ridership utilization by route share for FY 2023/24.

## In-County Ridership by Route Share

■ Route 1 ■ Route 2 ■ Route 3 ■ Route 4 ■ Route 6

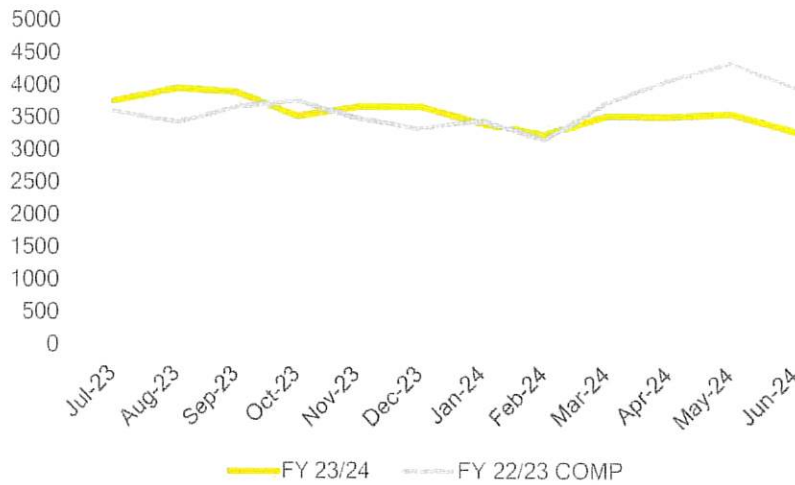


This chart demonstrates overall ridership usage, by percentage, for in-county fixed-routes. The data is helpful for understand which routes are most used by the passengers, regardless of frequency of service.

Example: As the raw data shows, 1 of every 2 passengers who rides TCTD in-county buses does so on **Route 1** (Tillamook Town Loop). 3 of every 10 are riding on Route 3 (Manzanita/Cannon Beach).

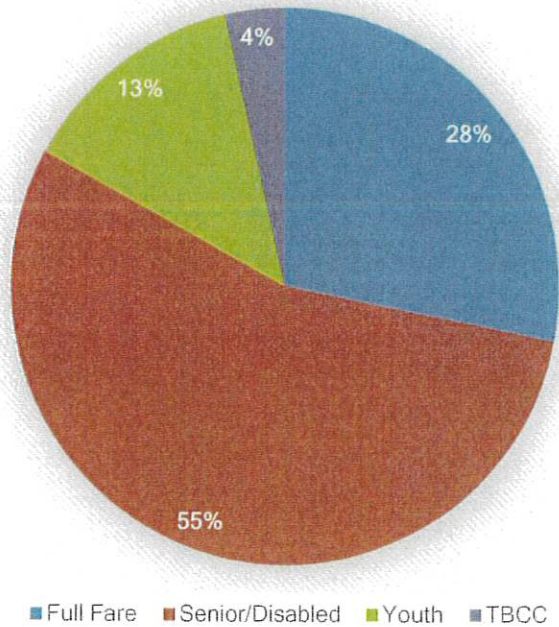
The following pages detail service performance of each route, utilization breakdown, efficiency, and cost.

# Rt 1 (Tillamook Town Loop)



- Notable Stops**
- TCTD Transit Center
  - TBCC
  - DHS
  - TCTD Headquarters
  - Tillamook Post Office
  - Tillamook Adventist Hops.
  - Tillamook Cheese Factory
  - Fred Meyer
  - Tillamook Public Library
  - Safeway
  - Tillamook Cnty. Health Dept
  - High Population Appt Blds
  - YMCA

## Ridership Breakdown FY 2023/24



Route 1 is accountable for the largest share of riders on all District routes. 36.6% of all rides taken during the fiscal year were on the Tillamook Town Loop (48% in-county), with 43,259 total boardings. Rt 1 also has the highest share of senior/disabled reduced fare ridership, along with the lowest share of full fare riders. On March 31, 2024 the 7:00pm loop was discontinued as a part of the service reduction, as well as no Sunday service beginning May 12, 2024, contributing to the decline in overall ridership numbers reflected in Q4 compared to FY 2022/23. Annual ridership declined by 2.2% over FY 2022/23.



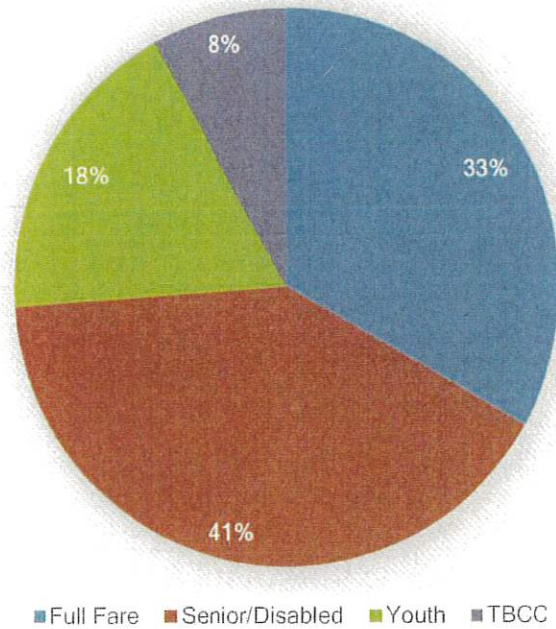
## Rt 2 (Tillamook-Netarts/Oceanside)



**Notable Stops**

- TCTD Transit Center
- Tillamook Adventist Hosp.
- Netarts @ Crab Ave
- Oceanside

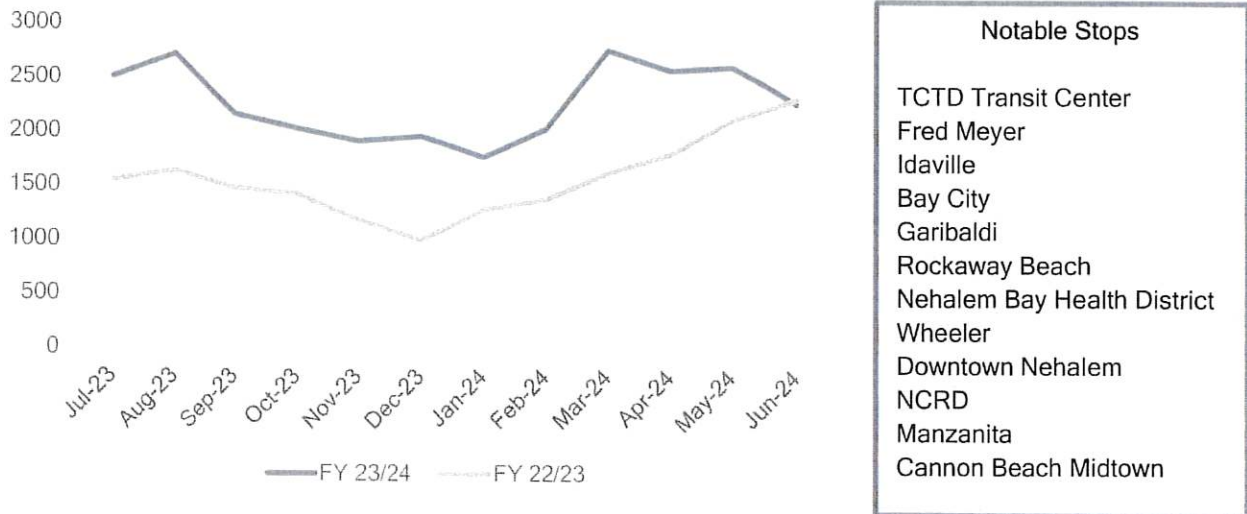
### Ridership Breakdown FY 2023/24



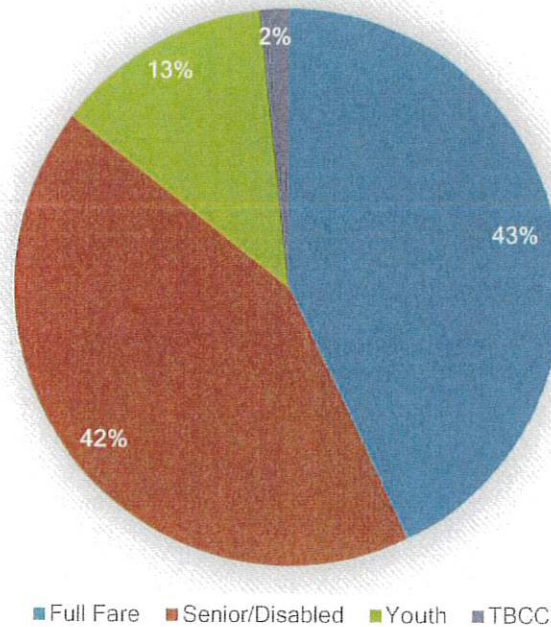
Route 2 ridership has been on a slow decline for many years, including prior to the pandemic. At the start of FY 2023/24 the District operated this service 5 times per day. Passenger counts were slowly regrowing prior to the March 31, 2024 service reduction which limited the trips to twice daily, and the Sunday reduction beginning May 12, 2024. This service has large variation in the data year-over-year, as well as seasonally depending on the needs of the community. Route 2 to Netarts/Oceanside is the least utilized route in the system with 3,673 passengers total in this fiscal year. Overall ridership grew by 7.0% over FY 2022/23.



# Rt 3 (Tillamook-Cannon Beach/Manzanita)

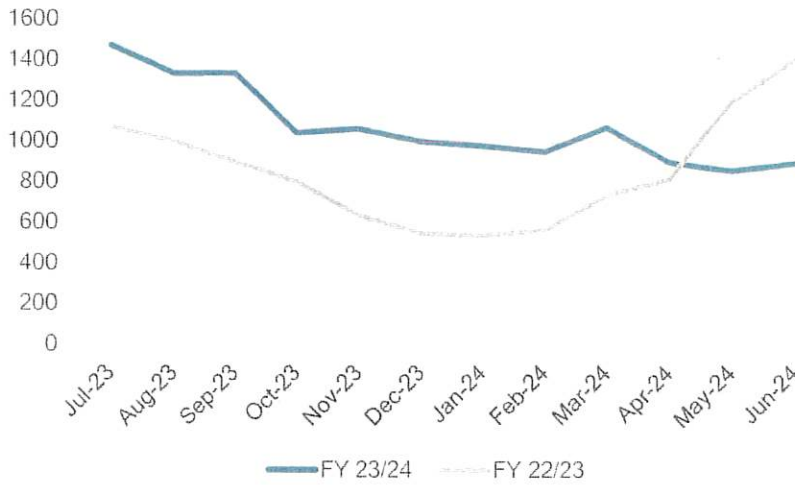


## Ridership Breakdown FY 2023/24



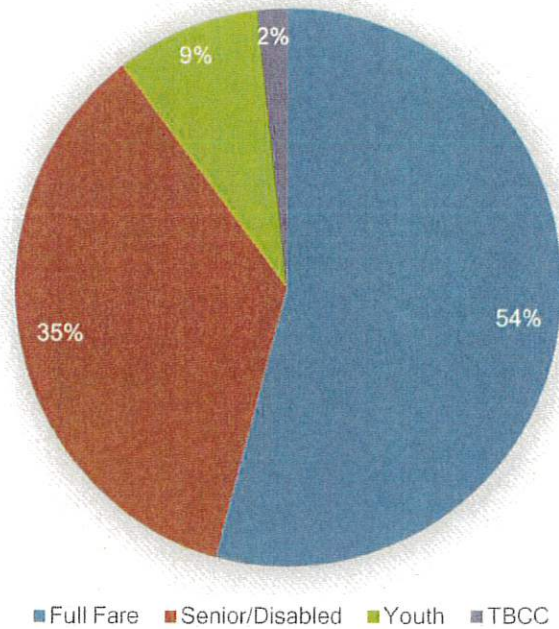
Route 3 runs 6 times per day, 4 of which interline as NW Connector services to Sunset Empire in Cannon Beach. Service times and frequencies did not change over the course of the fiscal year, with the exception of the May 12, 2024 discontinued Sunday in-county services. This route is our 2<sup>nd</sup> highest performing service by ridership numbers and completed 27,317 trips this year. Ridership was consistently up each quarter, despite the service reduction in Q4. Route 3 to Manzanita/Cannon Beach saw the largest growth over FY 2022/23 as ridership went up 45.2%.

## Rt 4 (Tillamook-Lincoln City)



- Notable Stops**
- TCTD Transit Center
  - Pleasant Valley
  - Beaver
  - Hebo
  - Cloverdale
  - Pacific City Beach Wayside
  - Neskowin
  - Lincoln City Safeway
  - Chinook Winds Casino

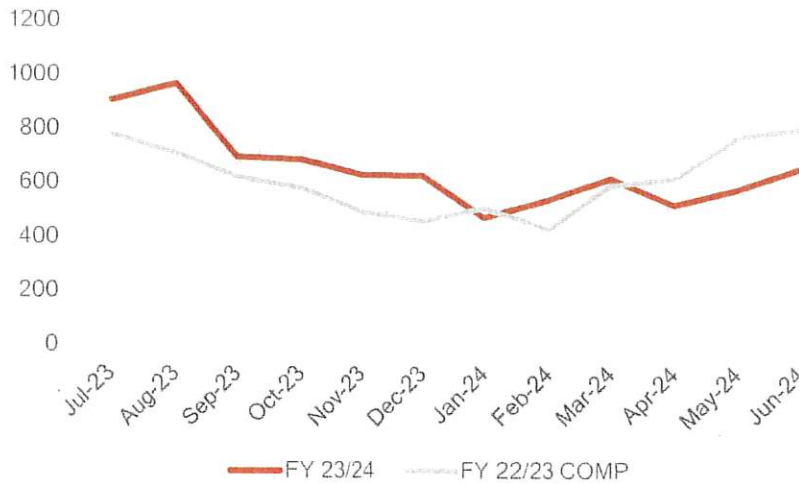
### Ridership Breakdown FY 2023/24



Route 4 operates 4 times daily to Lincoln City, serving as an interline for NW Connector to Lincoln County Transportation. With the exception of the May 12, 2024 Sunday reduction, service times and frequencies remained constant throughout the fiscal year. As this route serves the south portion of Tillamook County with low population density, it also has some accessibility issues. This is reflected in the lowest percentage of senior/disabled riders and highest percentage of full fare passengers. Although experiencing service reduction impacts, Route 4 showed significant ridership growth of 26.1% over FY 2022/23.

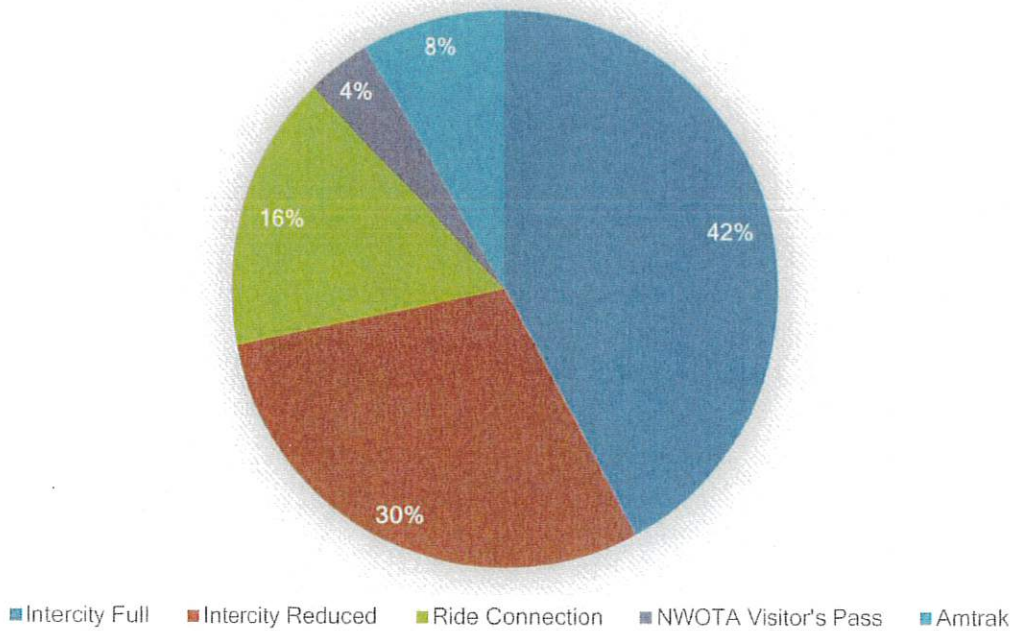


## Rt 5 (Tillamook-Portland) Inter-City



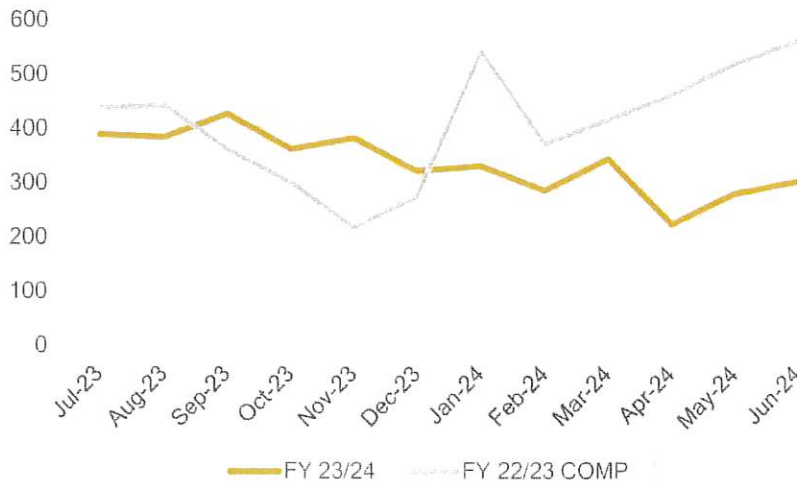
- Notable Stops**
- TCTD Transit Center
  - Tillamook Park & Ride
  - Tillamook Forest Center
  - Banks
  - Downtown North Plains
  - Tanasbourne @ 185<sup>th</sup>
  - Sunset Transit Center
  - Portland, Union Station

### Ridership Breakdown FY 2023/24



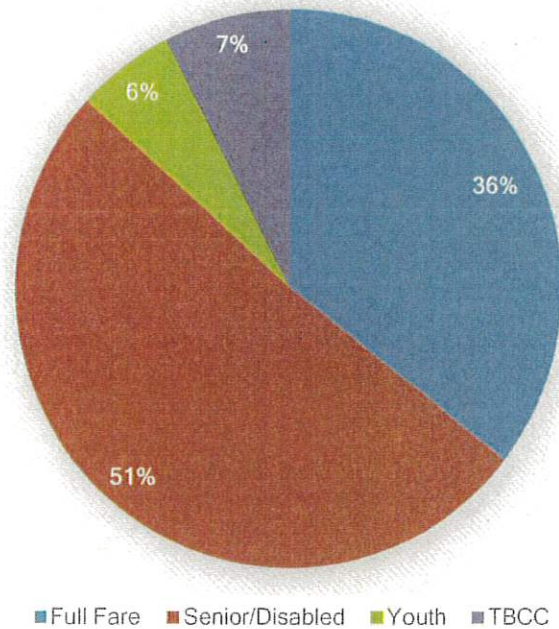
After the December 10, 2023 elimination of Route 60X, the Route 5 Coastliner from Tillamook to Portland is currently the only inter-city route operated by TCTD. Ridership trends on inter-city services are distinct from in-county and Route 5 is a good example of this. Of particular note in this data is that 16% of total ridership is attributed to a partnership with Ride Connection, offering free fares to passengers traveling anywhere between Union Station and Banks. This route served 7,907 passengers last year, for a total of 7.2% growth over FY 2022/23 despite a reduction from 3 trips per day to 2 per day beginning on March 31, 2024.

## Rt 6 (Port of Tillamook Bay Loop)



- Notable Stops**
- TCTD Transit Center
  - Trask River Mobile Home Pk
  - Tillamook Corrections
  - Air Museum
  - Helping Hands
  - Other Services at Port

### Ridership Breakdown FY 2023/24



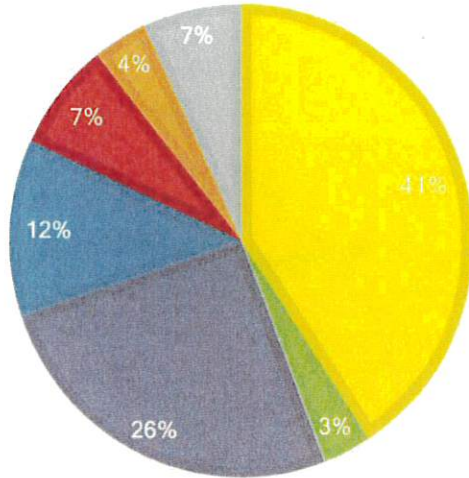
Route 6 was originally established in the fall of 2021 during the pandemic as Route 2b to more efficiently meet the growing demand for transit services at Helping Hands as well as other services at the Port of Tillamook Bay. In January of 2023 it was renamed as Route 6 and has had continual growth since its introduction up until this past year when frequency and timing were impacted by service reductions. Overall, ridership is down 17.8% as a direct result of moving to 3 loops per day instead of the 4 daily trips at the beginning of the fiscal year. Route 6 had 4,034 passengers in FY 2023/24.



# 5 Year Ridership by Route Trend

FY 2023/24 ROUTE SHARE

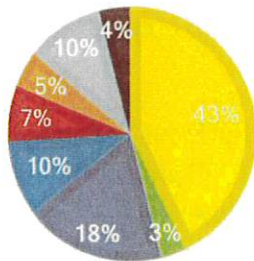
- Route 1
- Route 2
- Route 3
- Route 4
- Route 5
- Route 6
- Route 60X



Rt 1- Consistently around 42% of fixed route usage  
 Rt 2- Slowly declining since COVID service disruptions  
 Rt 3- Rebounding share of passengers  
 Rt 4- Static usage rate  
 Rt 5- Static usage rate  
 Rt 6- Still establishing usage through first 3 years  
 Rt 60X- Discontinued 12/10/23

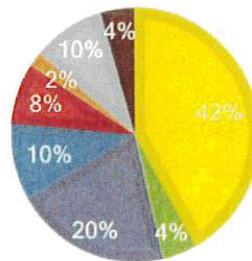
FY 2022/23 ROUTE SHARE

- Route 1
- Route 2
- Route 3
- Route 4
- Route 5
- Route 6
- Route 60X
- Route 70X



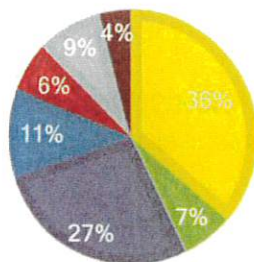
FY 2021/22 ROUTE SHARE

- Route 1
- Route 2
- Route 3
- Route 4
- Route 5
- Route 6
- Route 60X
- Route 70X



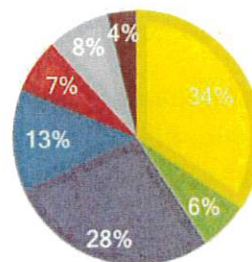
FY 2020/21 ROUTE SHARE

- Route 1
- Route 2
- Route 3
- Route 4
- Route 5
- Route 60X
- Route 70X

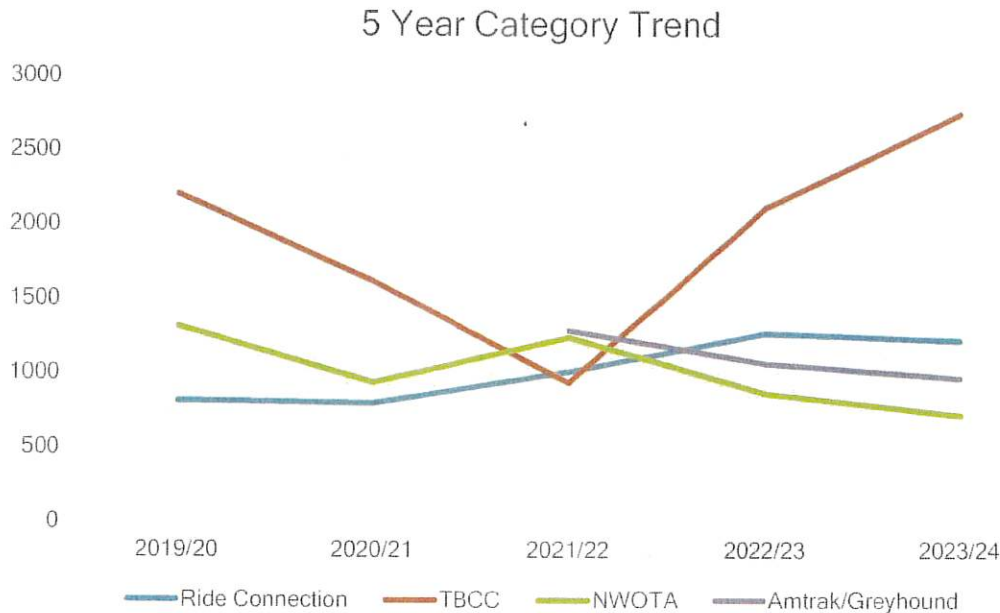


FY 2019/20 ROUTE SHARE

- Route 1
- Route 2
- Route 3
- Route 4
- Route 5
- Route 60X
- Route 70X



## Special Ridership Categories & Trends



Free Youth (18 & Under) fare policy implemented January 22, 2023 grew from 3,527 boardings in FY 2022/23 to 10,827 in FY 2023/24 for a ridership increase of 207%. Free Youth is counted in the monthly performance report in the Special Rider Category, however including it here in this dataset is unhelpful due to the high ridership comparative to other categories.

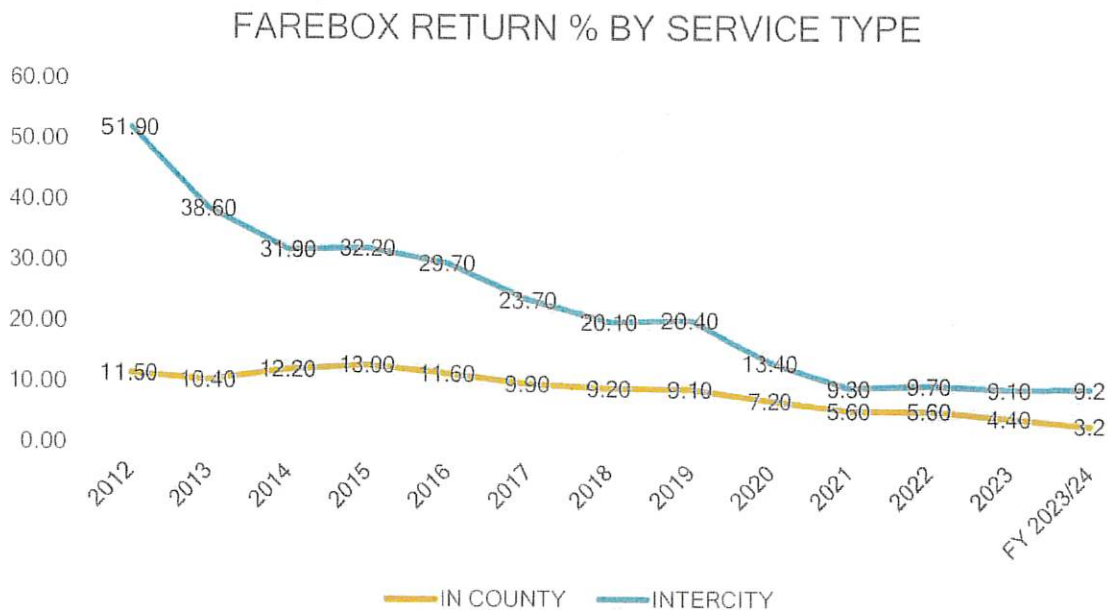
**Ride Connection** (Banks, North Plains, 185<sup>th</sup> @ Tannasbourne, Sunset Transit Center, Portland Union Station) has risen steadily in the previous 5 years. Data for FY 2023/24 is likely lower due to discontinued early AM services on Route 5 Coastliner.

**TBCC** student ridership has rebounded after a sharp fall as a result of pandemic related shutdowns and distance learning. The majority of TBCC riders utilize Route 1 Town Loop, as this route services the college.

**NWOTA Visitor Pass** purchases and corresponding ridership continue to slowly decline as a result of the January 22, 2023 fare policy change and disruptions to Sunset Empire services in the summer of 2023 and ongoing.

**Amtrak/Greyhound** numbers are almost entirely reflective of Amtrak riders as Greyhound services have been greatly reduced in the Portland area and no longer advertising ticketing options through interlining agreement with TCTD.

## Fixed Route Farebox Return Trend



Throughout the available data dating back to 2012, farebox return has steadily declined in both inter-city and in-county categories. It is important to note that TCTD has undergone several changes to fare policy that has affected this metric, most recently in January of 2023.

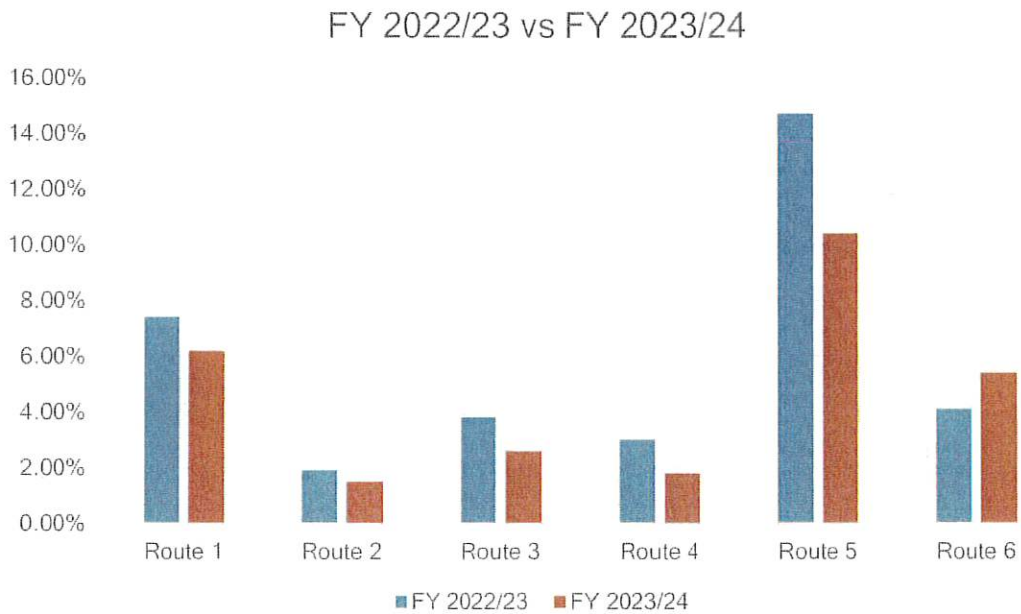
Farebox return % is also directly tied to overall operating costs of the District, as the measurement is a reflection on how much expense is covered by this specific source of revenue. For example, changes to fuel prices, payroll expenses, and other administrative costs influence this metric far more than the price point of fares as subsidized revenue.

This metric is included in the monthly operations reports presented to the Board of Directors and is not intended to be used as a performance analysis tool, simply for budget and oversight purposes.

Farebox revenue is also an unreliable tool to understand performance as it is in the Districts interests to remove as many barriers as possible for the transit riding public and, despite extremely low fare prices, the #1 reason cited by Tillamook County residents for not choosing public transit is affordability. Furthermore, ridership can increase dramatically but if passengers are choosing monthly passes vs single fare options, farebox return % will see decline.



## Fixed Route Farebox Comparables



This comparables chart will help the viewer understand farebox returns changes as specific to each route. Please see Appendix 2 for raw data.



## Fixed Route Cost per Service Hour Trend

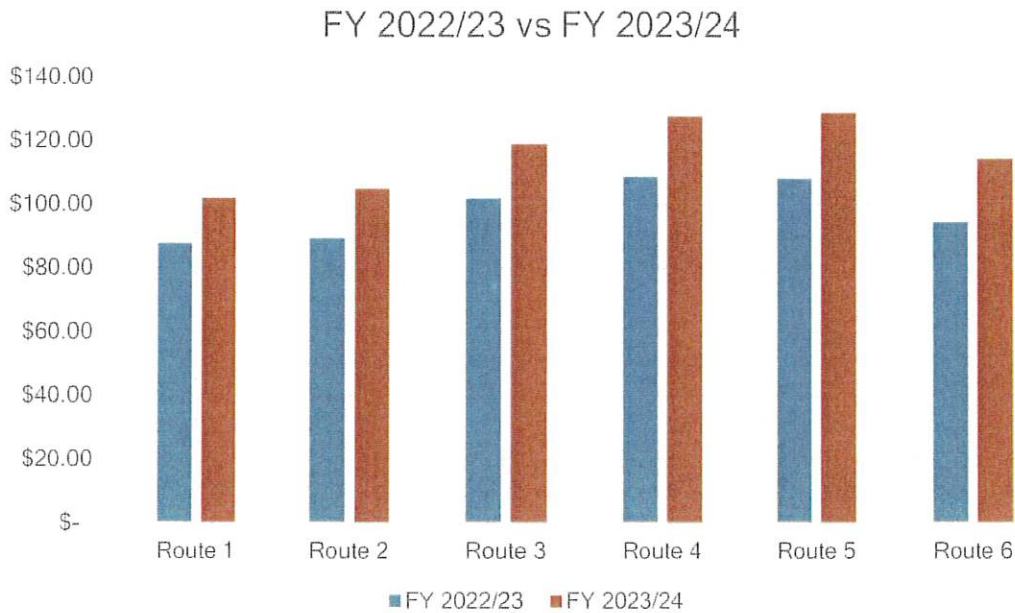


Cost per service hour is a rough measurement of how much operational expense is used for each hour a vehicle is on the road, in use for the District, by service type.

This graph demonstrates a steady increase in cost per hour since the onset of the pandemic and therefore can be used to help understand how broad economic factors impact TCTD operations.

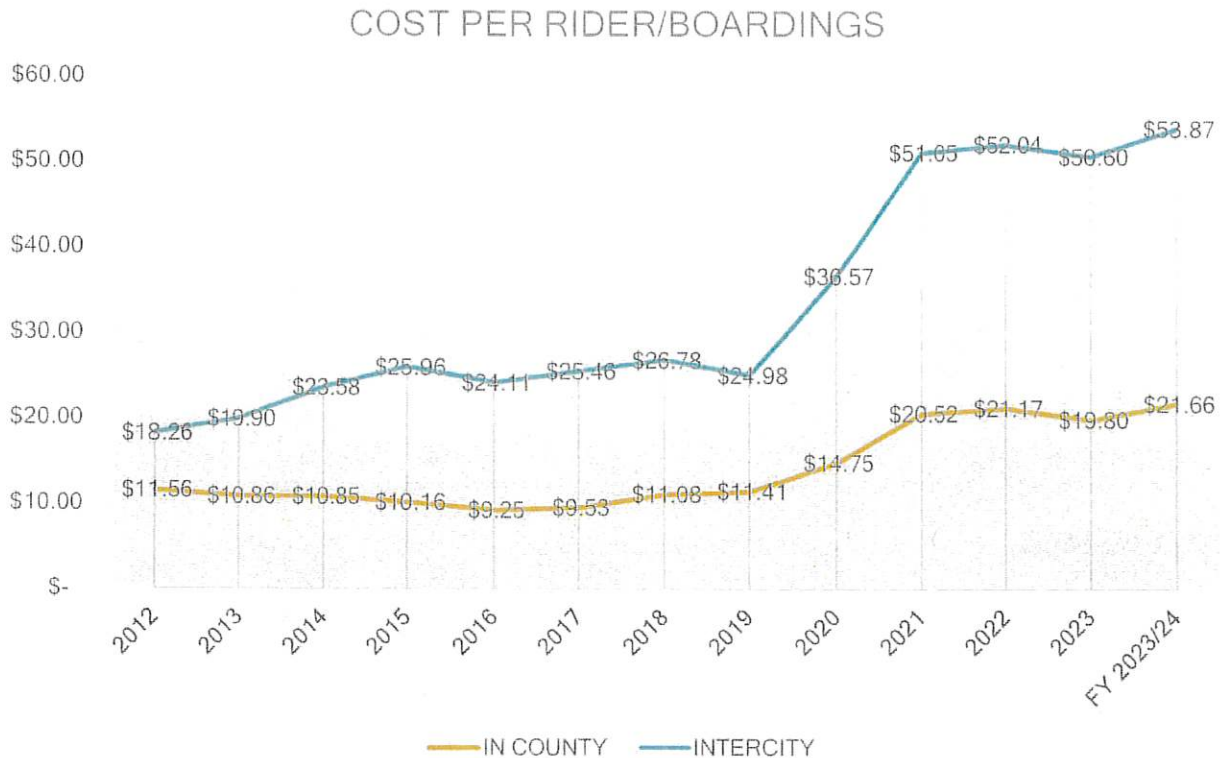
Cost per hour only reveals the expenses/savings of making service changes and does not incorporate ridership data. In FY 2023/24 the District spent \$115.23 per hour a vehicle was on the road, regardless of how many passengers were served.

## Fixed Route Cost per Service Hour



The cost per service hour grew proportionally across each of the fixed routes through FY 2023/24. This is due to the same operational costs required to provide each service, despite differing costs of each route. For example, Route 1 has a lower cost per hour than Route 4 because of the extra expenses associated with the increased mileage burden.

## Fixed Route Cost per Passenger



Cost per passenger is another way to measure efficiency of each service. Knowing that cost per hour is dependent upon overall operational expenses, consider cost per hour as companion data to quantify those expenses for each boarding.

Due to the significant services changes in FY 2022/23, including data broken down by each route would be unhelpful to this report and is not included this year. Cost per passenger is reported to the Board of Directors each month for public oversight purposes.



## Tillamook County Transportation District

## MONTHLY PERFORMANCE REPORT

June 2024

## RIDERSHIP BY SERVICE TYPE

	June 2024	June 2023	YTD FY 23-24	YTD FY 22-23	YTD % Change
<b><u>Dial-A-Ride Service</u></b>					
Tillamook County	349	756	5,780	9,951	-41.9%
NW Rides	443	458	4,029	6,225	-35.3%
<b>Dial-A-Ride Total</b>	<b>792</b>	<b>1,214</b>	<b>9,809</b>	<b>16,176</b>	<b>-39.4%</b>
<b><u>Deviated Fixed Route Service</u></b>					
Rt 1: Town Loop	3,324	4,000	43,259	44,237	-2.2%
Rt 2: Netarts/Oceanside	177	405	3,673	3,433	7.0%
Rt 3: Manzanita/Cannon Beach	2,268	2,316	27,317	18,815	45.2%
Rt 4: Lincoln City	890	1,405	12,842	10,183	26.1%
Rt 6: Port of Tillamook Bay Loop	303	563	4,034	4,908	-17.8%
Pacific City Free Shuttle	0	771	2,067	3,646	-43.3%
<b>Local Fixed Rt Total</b>	<b>6,962</b>	<b>9,460</b>	<b>93,192</b>	<b>85,222</b>	<b>9.4%</b>
<b><u>Intercity Service</u></b>					
Rt 5: Portland	656	804	7,907	7,373	7.2%
Rt 60X: Salem	0	1,098	7,309	10,512	-30.5%
<b>Inter City Total</b>	<b>656</b>	<b>1,902</b>	<b>15,216</b>	<b>17,885</b>	<b>-14.9%</b>
<b><u>Other Services</u></b>					
Tripper Routes	8	14	112	214	-47.7%
<b>Other Services Total</b>	<b>8</b>	<b>14</b>	<b>112</b>	<b>214</b>	<b>-47.7%</b>
<b>TOTAL ALL SERVICES</b>	<b>8,418</b>	<b>12,590</b>	<b>118,329</b>	<b>119,497</b>	<b>-1.0%</b>

<b>ONE-WAY TRIPS BY USER GROUP (Allocated)</b>					
	Fixed		YTD	YTD	YTD %
USER GROUP	Route	DAR	FY 23-24	FY 22-23	Change
General (18 years to 60 years of age)	4,572	127	65,385	62,679	4.3%
Senior/Disabled	2,517	634	42,985	45,242	-5.0%
Child/Youth	537	32	7,892	7,931	-0.5%
<b>Total</b>	<b>7,626</b>	<b>793</b>	<b>116,262</b>	<b>115,851</b>	<b>0.4%</b>
<b>OTHER RIDER CATEGORIES</b>					
	Fixed		YTD	YTD	YTD %
	Route	DAR	FY 23-24	FY 22-23	Change
Ride Connection	96		1,220	1,270	-3.9%
Tillamook Bay Community College	243		2,748	2,115	29.9%
NWOTA Visitor Pass	65		721	866	-16.7%
NW Rides		443	4,029	6,225	-35.3%
Youth Free	947		10,827	3,527	207.0%
Amtrak	67		970	903	7.4%



## Tillamook County Transportation District

## Fully Allocated Cost Analysis

## Fully Allocated Costs by Route

	Hourly Costs	Mileage Costs	Admin Costs	Total Costs	Percent	Cost/ RSH(\$)
Dial-A-Ride	196,440	52,790	72,668	321,897	9.1%	100.81
NW Rides	208,407	88,078	86,446	382,931	10.8%	113.03
Route 1: Town Loop	256,387	72,496	95,892	424,775	12.0%	101.92
Route 2A: Netarts/Oceanside	109,893	35,113	42,279	187,286	5.3%	104.84
Route 2B: Port of Tillamook	39,409	17,269	16,525	73,203	2.1%	114.27
Route 3: Manzanita	386,551	191,882	168,655	747,087	21.1%	118.90
Route 4: Lincoln City	255,598	155,001	119,719	530,318	14.9%	127.64
Route 5: Portland	288,121	172,040	134,170	594,331	16.8%	126.90
Route 60X: Salem	106,613	66,671	50,524	223,808	6.3%	129.14
Route 70X: Grand Ronde	30,144	7,181	10,882	48,206	1.4%	98.38
Tripper Routes	8,736	1,973	3,121	13,830	0.4%	97.39
Special Bus Operations	0	0	-1	-1	0.0%	#DIV/0!
<b>Total</b>	<b>1,886,298</b>	<b>860,493</b>	<b>800,880</b>	<b>3,547,671</b>	<b>100.0%</b>	<b>115.70</b>

Ridership	Revenue Hours												YTD	Percent				
	Jul	Aug	Sep	1st QTR	Oct	Nov	Dec	2nd QTR	Jan	Feb	Mar	3rd QTR			Apr	May	Jun	4th QTR
DAR	669	660	601	1,930	461	500	510	1,471	453	383	386	1,222	400	408	349	1,157	5,780	4.9%
NW Rides	404	277	246	927	192	249	228	669	352	403	372	1,127	436	427	443	1,306	4,029	3.4%
Rt 1	3,762	3,968	3,907	11,637	3,541	3,686	3,691	10,918	3,430	3,261	3,555	10,246	3,542	3,592	3,324	10,458	43,259	36.6%
Rt 2	384	394	367	1,115	327	362	276	965	250	309	398	957	217	242	177	636	3,673	3.1%
Rt 6	384	384	427	1,200	362	382	322	1,066	331	344	344	961	224	280	303	807	4,034	3.4%
Rt 3	2,509	2,717	2,159	7,385	2,030	1,916	1,952	5,908	1,770	2,034	2,765	6,569	2,574	2,610	2,268	7,455	27,317	23.1%
Rt 4	1,459	1,330	1,332	4,131	1,037	1,057	995	3,089	973	946	1,065	2,984	895	853	890	2,638	12,842	10.9%
Rt 5	908	968	696	2,572	687	631	629	1,947	475	540	618	1,633	521	578	656	1,755	7,907	6.7%
Rt 60X	1,425	1,474	1,398	4,297	1,415	1,204	393	3,012	0	0	0	0	0	0	0	0	7,309	6.2%
PC Shuttle	1,035	761	271	2,067	0	0	0	0	0	0	0	0	0	0	0	0	2,067	1.7%
Trippers	4	5	11	20	35	10	3	48	7	7	13	27	3	6	8	17	112	0.1%
SBO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>12,928</b>	<b>12,938</b>	<b>11,415</b>	<b>37,281</b>	<b>10,087</b>	<b>9,997</b>	<b>9,009</b>	<b>29,093</b>	<b>8,041</b>	<b>8,169</b>	<b>9,516</b>	<b>25,726</b>	<b>8,815</b>	<b>8,996</b>	<b>8,418</b>	<b>26,229</b>	<b>118,329</b>	<b>100.0%</b>
Revenue Miles	Revenue Miles												YTD	Percent				
	Jul	Aug	Sep	1st QTR	Oct	Nov	Dec	2nd QTR	Jan	Feb	Mar	3rd QTR			Apr	May	Jun	4th QTR
DAR	420.0	292.9	347.4	1,060.3	281.9	308.5	326.0	916.4	253.0	200.7	210.9	664.6	194.6	184.9	172.4	551.9	3,193.2	10.4%
NW Rides	295.9	258.1	216.1	770.1	188.5	205.1	178.0	571.8	284.3	317.8	331.5	933.6	385.2	351.2	375.8	1,112.2	3,387.7	11.0%
Rt 1	370.8	370.8	358.8	1,100.4	370.8	346.8	368.8	1,076.4	334.9	346.8	370.8	1,052.5	331.2	320.2	287.0	936.4	4,167.6	13.6%
Rt 2	182.3	182.3	176.4	541.0	182.3	170.5	176.4	529.2	163.5	170.5	182.3	516.3	70.6	68.2	61.2	199.9	1,786.3	5.8%
Rt 6	58.3	58.3	56.4	173.0	58.3	54.5	56.4	169.2	51.7	54.5	58.3	164.5	56.4	40.9	36.7	134.0	640.6	2.1%
Rt 3	548.7	548.7	531.0	1,628.4	548.7	513.3	531.0	1,593.0	495.6	513.3	548.7	1,557.6	531.0	513.3	460.2	1,504.5	6,283.5	20.5%
Rt 4	362.8	362.8	351.1	1,076.7	362.8	339.4	351.1	1,063.3	327.7	339.4	362.8	1,029.9	351.1	339.4	304.3	994.8	4,154.8	13.6%
Rt 5	441.8	441.8	427.5	1,311.0	441.8	413.3	427.5	1,282.5	370.5	413.3	441.8	1,225.5	285.0	294.5	285.0	864.5	4,683.5	15.3%
Rt 60X	331.6	331.6	320.9	984.2	331.6	310.2	107.0	748.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,733.0	5.7%
PC Shuttle	254.0	194.0	42.0	490.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	490.0	1.6%
Trippers	12.4	12.4	12.0	36.8	12.4	11.6	12.0	36.0	11.2	11.6	12.4	35.2	12.0	11.6	10.4	34.0	142.0	0.5%
SBO	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Total</b>	<b>3,278.5</b>	<b>3,053.6</b>	<b>2,839.7</b>	<b>9,171.7</b>	<b>2,779.1</b>	<b>2,673.2</b>	<b>2,524.4</b>	<b>7,976.7</b>	<b>2,292.4</b>	<b>2,367.9</b>	<b>2,519.4</b>	<b>7,179.7</b>	<b>2,217.1</b>	<b>2,124.2</b>	<b>1,992.9</b>	<b>6,334.2</b>	<b>30,662.3</b>	<b>100.0%</b>
Revenue Miles	Revenue Miles												YTD	Percent				
	Jul	Aug	Sep	1st QTR	Oct	Nov	Dec	2nd QTR	Jan	Feb	Mar	3rd QTR			Apr	May	Jun	4th QTR
DAR	4,686	4,619	5,898	15,203	4,064	4,242	4,404	12,710	3,797	2,982	3,756	10,534	3,558	2,938	2,559	9,054	47,500	6.1%
NW Rides	9,976	6,002	4,775	20,753	3,878	3,872	3,850	11,600	6,380	7,074	8,087	21,540	9,104	7,876	8,379	25,359	79,253	10.2%
Rt 1	5,803	5,803	5,616	17,222	5,803	5,429	5,616	16,848	5,242	5,429	5,803	16,474	5,184	5,011	4,493	14,668	65,232	8.4%
Rt 2	3,224	3,224	3,120	9,568	3,224	3,016	3,120	9,360	2,891	3,016	3,224	9,131	1,248	1,206	1,082	3,536	31,595	4.1%
Rt 6	1,414	1,414	1,368	4,196	1,414	1,322	1,368	4,104	1,254	1,322	1,414	3,990	1,368	992	889	3,249	15,539	2.0%
Rt 3	15,077	15,077	14,590	44,744	15,077	14,104	14,590	43,771	13,618	14,104	15,077	42,800	14,591	14,104	12,645	41,341	172,656	22.3%
Rt 4	12,179	12,179	11,786	36,144	12,179	11,394	11,786	35,359	11,001	11,394	12,179	34,573	11,786	11,394	10,215	33,395	139,471	18.0%
Rt 5	14,601	14,601	14,130	43,332	14,601	13,659	14,130	42,390	12,246	13,659	14,601	40,506	9,420	9,734	9,420	28,574	154,802	20.0%
Rt 60X	11,480	11,480	11,109	34,069	11,480	10,739	3,703	25,922	0	0	0	0	0	0	0	0	59,991	7.7%
PC Shuttle	3,226	2,999	236	6,461	0	0	0	0	0	0	0	0	0	0	0	0	6,461	0.8%
Trippers	155	155	150	460	155	145	150	450	140	145	155	440	150	145	130	425	1,775	0.2%
SBO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>81,821</b>	<b>77,553</b>	<b>72,778</b>	<b>232,152</b>	<b>71,875</b>	<b>67,922</b>	<b>62,717</b>	<b>202,514</b>	<b>56,568</b>	<b>59,125</b>	<b>64,295</b>	<b>179,988</b>	<b>56,408</b>	<b>53,400</b>	<b>49,812</b>	<b>159,620</b>	<b>774,274</b>	<b>100.0%</b>



TCTD MIS Report

Fiscal Year 2023-24

Appendix 3

Fares	Jul	Aug	Sep	1st QTR	Oct	Nov	Dec	2nd QTR	Jan	Feb	Mar	3rd QTR	Apr	May	Jun	4th QTR	YTD	Percent
DAR	1,814	1,965	1,892	5,671	1,643	1,647	1,629	4,919	1,546	1,343	1,546	4,435	2,686	2,155	1,894	6,734	21,759	5.9%
NW Rides	27,209	17,240	15,083	59,531	10,075	9,339	10,291	29,704	17,897	15,233	16,058	49,188	19,247	24,779	21,278	65,303	203,726	55.3%
Rt 1	2,536	2,836	2,815	8,187	2,293	2,673	2,566	7,533	1,686	2,039	2,610	6,335	1,391	1,754	1,296	4,440	26,494	7.2%
Rt 2	285	310	397	991	277	211	234	722	139	210	316	665	138	143	114	395	2,773	0.8%
Rt 6	259	443	983	361	350	350	202	913	271	198	446	615	202	491	417	1,110	3,920	1.1%
Rt 3	2,086	2,381	1,924	6,391	1,748	1,521	1,700	4,970	890	1,441	1,805	4,136	1,706	1,015	911	3,632	19,129	5.2%
Rt 4	1,305	1,205	1,191	3,700	895	921	820	2,636	562	790	757	2,109	816	233	260	1,309	9,754	2.6%
Rt 5	7,065	7,577	5,503	20,144	5,763	5,154	5,446	16,363	3,915	4,655	4,613	13,182	3,951	4,248	4,983	13,182	62,870	17.1%
Rt 60X	3,755	3,777	3,520	11,052	3,361	2,632	835	6,828	0	0	0	0	0	0	0	0	17,880	4.9%
PC Shuttle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
Trippers	0	0	2	2	5	8	3	16	5	8	5	17	0	30	0	30	64	0.0%
SBO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>46,312</b>	<b>37,571</b>	<b>32,770</b>	<b>116,653</b>	<b>26,421</b>	<b>24,455</b>	<b>23,725</b>	<b>74,601</b>	<b>26,909</b>	<b>25,916</b>	<b>28,156</b>	<b>80,981</b>	<b>30,136</b>	<b>34,847</b>	<b>31,152</b>	<b>96,134</b>	<b>368,369</b>	<b>100.0%</b>
<b>Service Hours</b>																		
DAR	368.7	341.2	398.5	1,108.4	327.7	370.5	387.9	1,086.1	299.2	244.7	252.5	796.3	240.3	230.0	211.2	681.6	3,672.3	10.5%
NW Rides	525.6	307.5	258.2	1,091.3	229.8	266.3	220.1	716.1	351.1	380.9	406.4	1,138.4	474.3	441.0	458.9	1,374.1	4,319.8	12.3%
Rt 1	415.1	415.1	401.7	1,231.9	415.1	388.3	401.7	1,205.1	374.9	388.3	415.1	1,178.3	370.8	358.4	321.4	1,050.6	4,665.9	13.3%
Rt 2	213.3	213.3	206.4	633.0	213.3	199.5	206.4	619.2	191.3	199.5	213.3	604.1	82.6	79.8	71.6	233.9	2,091.1	6.0%
Rt 6	68.2	68.2	66.0	202.4	68.2	63.8	66.0	198.0	60.5	68.2	68.2	192.5	66.0	47.9	42.9	156.8	749.7	2.1%
Rt 3	609.3	609.3	589.7	1,808.3	609.3	570.0	589.7	1,769.0	550.4	570.0	609.3	1,729.7	589.7	570.0	511.1	1,670.8	6,977.8	19.9%
Rt 4	390.6	390.6	378.0	1,159.2	390.6	365.4	378.0	1,134.0	352.8	461.1	390.6	1,204.5	378.0	365.4	327.6	1,071.0	4,568.7	13.1%
Rt 5	492.9	492.9	477.0	1,462.8	492.9	461.1	477.0	1,431.0	413.4	461.1	492.9	1,367.4	318.0	328.6	318.0	964.6	5,225.8	14.9%
Rt 60X	375.0	375.0	362.9	1,112.9	375.0	360.8	121.9	847.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,960.5	5.6%
PC Shuttle	275.0	219.0	46.5	540.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	540.5	1.5%
Trippers	18.6	18.6	18.0	55.2	18.6	17.4	18.0	54.0	16.8	17.4	18.6	52.8	18.0	17.4	15.6	51.0	213.0	0.6%
SBO	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Total</b>	<b>3,752.3</b>	<b>3,450.6</b>	<b>3,202.8</b>	<b>10,405.8</b>	<b>3,140.4</b>	<b>3,063.1</b>	<b>2,866.6</b>	<b>9,060.1</b>	<b>2,610.4</b>	<b>2,786.8</b>	<b>2,866.8</b>	<b>8,264.0</b>	<b>2,537.6</b>	<b>2,438.5</b>	<b>2,278.2</b>	<b>7,254.3</b>	<b>34,984.1</b>	<b>100.0%</b>
<b>Service Miles</b>																		
DAR	5,695	5,646	6,972	18,313	4,824	5,041	5,253	15,118	4,430	3,542	4,680	12,652	4,390	3,750	3,223	11,363	57,446	7.0%
NW Rides	11,557	7,238	5,756	24,550	4,793	5,018	4,698	14,508	7,602	8,162	9,760	25,524	10,800	9,484	9,750	30,034	94,616	11.6%
Rt 1	6,126	6,126	5,928	18,180	6,126	5,730	5,928	17,784	5,533	5,730	6,126	17,389	5,472	5,290	4,742	15,504	68,857	8.4%
Rt 2	3,348	3,348	3,240	9,936	3,348	3,132	3,240	9,720	3,002	3,132	3,348	9,482	1,296	1,296	1,132	3,681	32,819	4.0%
Rt 6	1,587	1,587	1,536	4,710	1,587	1,484	1,536	4,607	1,408	1,485	1,587	4,480	1,536	1,114	998	3,648	17,445	2.1%
Rt 3	15,356	15,356	14,861	45,573	15,356	14,365	14,861	44,582	13,870	14,365	15,356	43,592	14,861	14,365	12,879	42,106	175,852	21.5%
Rt 4	12,303	12,303	11,906	36,512	12,303	11,509	11,906	35,718	11,113	11,613	12,303	35,029	11,906	11,510	10,319	33,735	140,994	17.3%
Rt 5	14,666	14,666	14,193	43,525	14,666	13,720	14,193	42,579	12,301	13,720	14,666	40,687	9,462	9,777	9,462	28,701	155,492	19.0%
Rt 60X	11,783	11,783	11,403	34,969	11,783	11,023	3,801	26,607	0	0	0	0	0	0	0	0	61,576	7.5%
PC Shuttle	5,088	4,103	250	9,441	0	0	0	0	0	0	0	0	0	0	0	0	9,441	1.2%
Trippers	155	155	150	450	155	145	150	440	140	145	155	440	150	145	130	425	1,775	0.2%
SBO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>87,663</b>	<b>82,311</b>	<b>76,195</b>	<b>246,169</b>	<b>74,941</b>	<b>71,166</b>	<b>65,566</b>	<b>211,673</b>	<b>59,399</b>	<b>61,894</b>	<b>67,981</b>	<b>189,274</b>	<b>59,873</b>	<b>56,688</b>	<b>52,636</b>	<b>169,196</b>	<b>816,312</b>	<b>100.0%</b>

# nwCONNECTOR

**Coordinating Committee In-Person Meeting**  
September 13, 2024 | 10:00 am—12:00 pm

**HYBRID**  
TCTD 3600 3<sup>rd</sup> Street, Tillamook

**Join Zoom Meeting:**  
<https://us02web.zoom.us/j/87552290259>

**Call In: 1 253 215 8782**  
**Meeting ID: 875 5229 0259**

## Agenda

10:00— 10:05a	📌 Introductions		Cynda Bruce
10:05— 10:10a	📌 Consent Calendar ( <b>Action Item</b> ) August Meeting Minutes (Attached) Financial Report	✓	Cynda Bruce/All
10:10— 10:20a	📌 NWOTA Standing Items Emissions/Ridership Tracking Marketing Update Website Updates -Swiftly Updates		Sarah Lu Heath  All
10:20- 10:50a	📌 Review/Discussion of How Agencies Handle Boardings/Alightings Outside of Their Service Area		Brian Vitulli All
10:50- 11:10a	📌 Review/Discussion of E-Bike Policy		Brian Vitulli All
11:10- 11:20a	📌 Bus Stop Project		Brian Vitulli
11:20- 11:30a	📌 Zero Emission Vehicle Feasibility Study		Brian Vitulli/ Sarah Lu Heath
11:30- 11:45a	📌 New Business		All
11:45a – 12:00p	📌 Member Updates		All

### Attachments:

August Meeting Minutes  
Ridership/Passenger Mile Tracking

NWOTA meetings are open to the public and accommodations will be provided to persons with disabilities. If a sign language interpreter is needed, please call Sarah Lu Heath at 971.328.2877 at least 48 hours prior to the meeting.

[www.nwconnector.org](http://www.nwconnector.org)





**NWOTA Meeting Minutes**  
**August 8, 2024**

Hybrid meeting called to order at 10:07am.

**In attendance:** Cynda Bruce, Sarah Lu Heath, Logan Hoffman, Craig Johnston, Arla Miller and Brian Vitulli

**Consent Calendar:** Motion to remove financials from the consent calendar to await fiscal year end report next month was made by Brian Vitulli and seconded by Craig Johnston. Motion carried unanimously.

The minutes were reviewed and grant numbers discussed at the last meeting were confirmed by Arla Miller. Motion to approve the minutes was made by Brian Vitulli and seconded by Craig Johnston. Motion carried unanimously.

**Standing Items:** Emissions and ridership tracking were reviewed. Marketing update included the need to compare Transit Happy invoices to NWOTA payments to confirm remaining budget available.

MAC web development plan for this fiscal year was discussed. Automation of service alerts is possible through Swiftly. Swiftly data will also be leveraged to provide real-time bus tracking on nwconnector.org. Each agency will need to contact their Swiftly rep to provide information to MAC for setup of this feature.

Additionally features will be include the ability to purchase tickets online through Token Transit and updating Transit Options on the interactive map to include MAX and Amtrak connections.

**Marketing Opportunities:**

Washington County is interested in collaborating with TCTD on marketing services. Brian Vitulli will follow-up directly and engage with NWOTA if needed.

On-Transit marketing opportunities are sought by regional MAC client. NWConnector vehicles were identified as a possible opportunity. The NWOTA agencies discussed the pros and cons of such an arrangement. Sarah Lu Heath will look for existing 'community standards' policy to determine if such a policy would protect agencies from being forced to market industries or businesses that may not be values-aligned with public service vehicles.

**Bus Stop Project:** Procurement methodology was discussed amongst partners. The scope of work is being development.

**Zero Emission Vehicle Feasibility Study:** Questions from the Clean Bus Program were reviewed by partner agencies. It was agreed that Brian Vitulli and Sarah Lu Heath should meet with the Clean Bus Program manager to discuss the feasibility study methodology before agreeing to the scope of work.

**Member Updates:** Arla Miller shared that the 60x service would be restarted soon by Pacific Crest Bus Lines on behalf of the Confederated Tribes of the Grand Ronde Communities of Oregon.

Meeting was adjourned at 12:15pm.

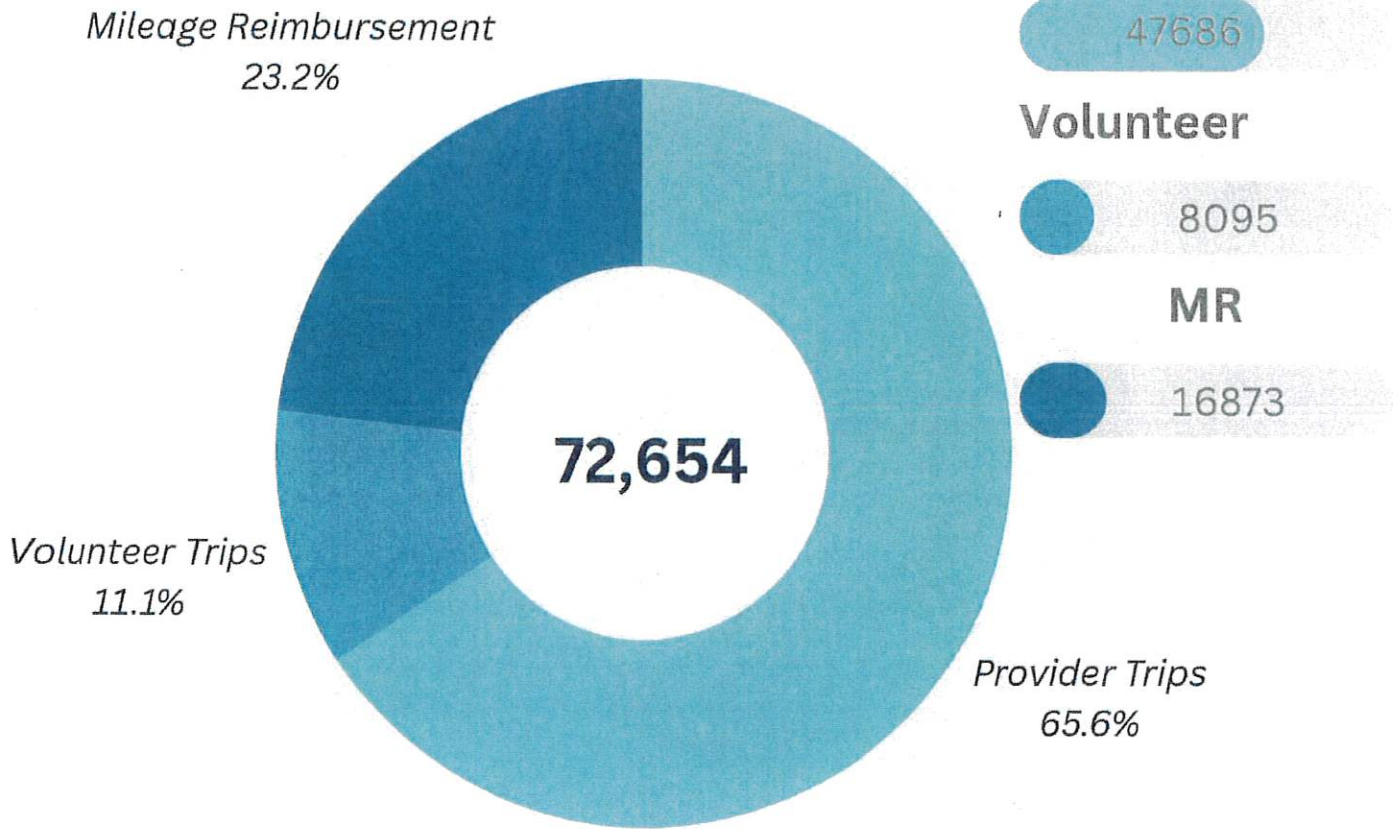
**Tillamook County Transportation District**  
Financial Statement

08 - Northwest Oregon Transit Allia  
From 7/1/2023 Through 6/30/2024

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	100%
<b>Resources</b>						
Working Capital	0.00	80,000.00	0.00	80,000.00	(80,000.00)	0.00%
NWOTA Partner Cont. Match	48,000.00	183,616.00	48,000.00	183,616.00	(135,616.00)	26.14%
Transfer From General Fund	12,000.00	1,208,976.00	12,000.00	1,208,976.00	(1,196,976.00)	0.99%
Transfer from STIF Fund	0.00	160,000.00	0.00	160,000.00	(160,000.00)	0.00%
<b>Total Resources</b>	<u>60,000.00</u>	<u>1,632,592.00</u>	<u>60,000.00</u>	<u>1,632,592.00</u>	<u>(1,572,592.00)</u>	<u>3.68%</u>
<b>Expenses</b>						
<b>Materials and Services</b>						
Professional Services	3,659.50	5,000.00	3,659.50	5,000.00	1,340.50	73.19%
Administrative Support	16,412.11	25,000.00	16,412.11	25,000.00	8,587.89	65.64%
Website Maintenance	44,944.99	15,000.00	44,944.99	15,000.00	(29,944.99)	299.63%
Marketing	39,842.80	40,000.00	39,842.80	40,000.00	157.20	99.60%
Travel & Training	5,920.46	10,000.00	5,920.46	10,000.00	4,079.54	59.20%
<b>Total Materials and Services</b>	<u>110,779.86</u>	<u>95,000.00</u>	<u>110,779.86</u>	<u>95,000.00</u>	<u>(15,779.86)</u>	<u>116.61%</u>
<b>Transfers</b>						
Transfer to General Fund	3,000.00	3,000.00	3,000.00	3,000.00	0.00	100.00%
Unappropriated Ending Fund Bal	0.00	165,616.00	0.00	165,616.00	165,616.00	0.00%
<b>Total Transfers</b>	<u>3,000.00</u>	<u>168,616.00</u>	<u>3,000.00</u>	<u>168,616.00</u>	<u>165,616.00</u>	<u>1.78%</u>
<b>Capital Outlay</b>						
Capital Purchases						
Bus Stop Signage/Shelters	0.00	1,368,976.00	0.00	1,368,976.00	1,368,976.00	0.00%
<b>Total Capital Purchases</b>	<u>0.00</u>	<u>1,368,976.00</u>	<u>0.00</u>	<u>1,368,976.00</u>	<u>1,368,976.00</u>	<u>0.00%</u>
<b>Total Capital Outlay</b>	<u>0.00</u>	<u>1,368,976.00</u>	<u>0.00</u>	<u>1,368,976.00</u>	<u>1,368,976.00</u>	<u>0.00%</u>
<b>Total Expenses</b>	<u>113,779.86</u>	<u>1,632,592.00</u>	<u>113,779.86</u>	<u>1,632,592.00</u>	<u>1,518,812.14</u>	<u>6.97%</u>

# NW RIDES TOTAL TRIPS

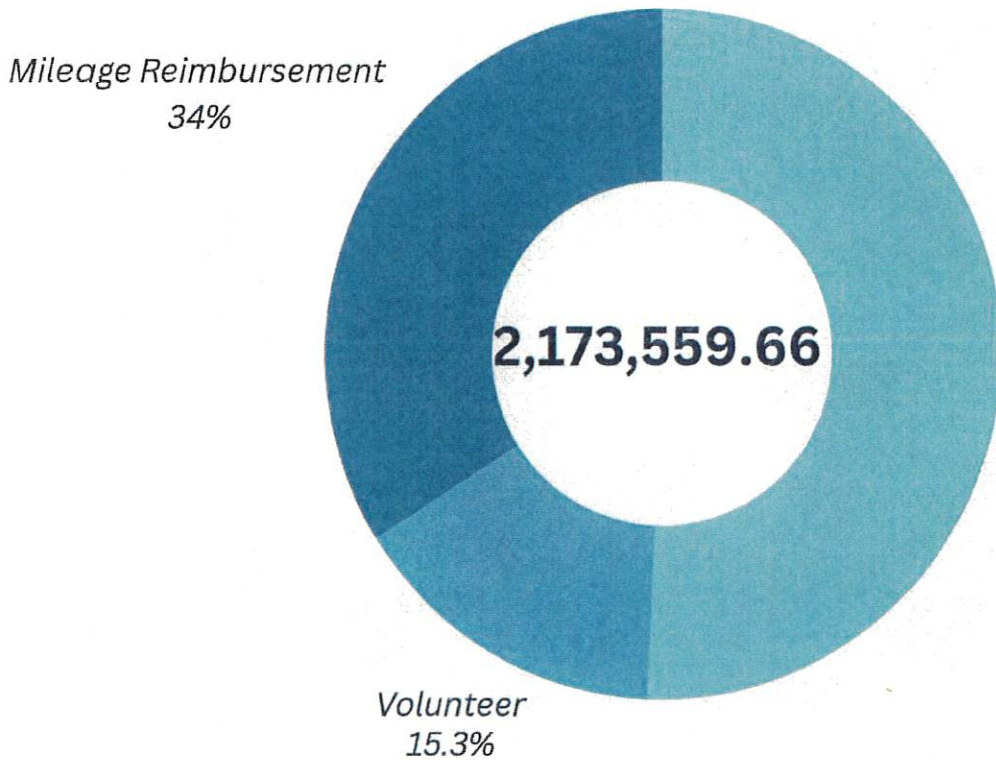
JULY 1, 2023-JUNE 30, 2024





# NW RIDES TOTAL MILES

JULY 1, 2023-JUNE 30, 2024



## Provider Miles

1,101,936.66

## Volunteer Miles

333,076.2

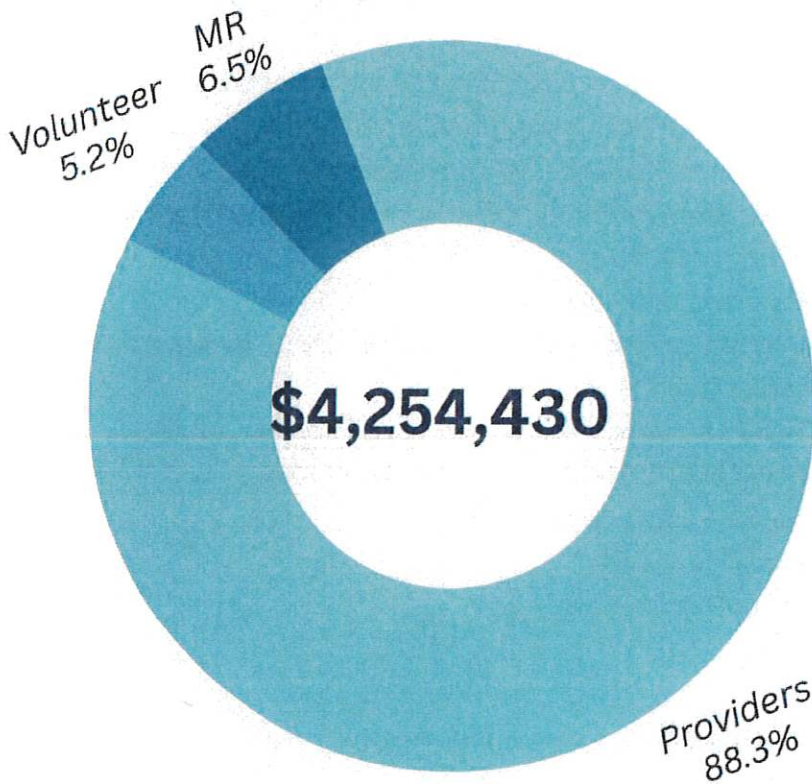
Provider  
50.7%

## MR

738,546.80

# NW RIDES TOTAL TRIP COST

JULY 1, 2023-JUNE 30, 2024



## Provider Money

\$3,759,719.63

## Volunteer Money

\$219,880.32

## MR

\$274,830.05



## Tillamook County Transportation District

*“Connecting the community through sustainable transit services”*

---

**DATE:** September 18, 2024  
**TO:** TCTD Board of Directors  
**FROM:** Brian Vitulli, General Manager  
**SUBJECT:** GENERAL MANAGER REPORT

### **Administration/Coordination**

- Based on the successful recruitment and training of several new transit drivers, the District will reinstate Sunday in-county transit service beginning on Sunday, September 29. Seven day a week service is once again a reality in Tillamook County.
- Attended September 12 Oregon Transit Association Board meeting and met with members to discuss feedback from the past Joint Committee on Transportation’s roadshows. Upcoming JCT stops are scheduled for Happy Valley on September 26 and Hillsboro on September 27.
- Attended the SDAO Conference & Education Committee meeting on September 12 to discuss session proposals and the program for the 2025 Annual Conference.
- Hosted and attended NWOTA meeting on September 13.
- Attended the Clatsop County Rural Health Coalition meeting on September 13 to discuss how TCTD has assisted with medical transportation needs.
- Met with Marie Mills Center staff to discuss current and upcoming grant opportunities.
- Attended meeting on September 17 with ODOT and Tillamook County to discuss transportation funding opportunities for a South County project.
- Reviewing and revising website material as needed.
- Meeting with counsel to discuss various District issues.

### **Planning & Development**

- Developing procurement materials for NWOTA Bus Stop Access Project.

### **Grant Funding**

- Attended ODOT training on upcoming STIF Formula solicitation on September 11, 2024.
- On September 5, 2024, submitted two, ODOT STIF-Discretionary grant applications for 1) New fire alarm system for administration building and vehicle maintenance facility, and 2) Shelters for enhanced bus stop infrastructure constructed as part of the U.S. 101 upgrade project in Garibaldi. Oregon Transportation Commission approval is scheduled for March 3, 2025.



- In early May, we learned that our project will be fully funded by the CBPA Program to allow the NWOTA partners to work with a consultant team to develop a Zero Emission Vehicle Feasibility Study. This Study will identify and analyze agency needs, evaluate current and future ZEV technologies and available vehicles, identify potential funding sources for implementation, and recommend (if feasible) a pathway for the alliance to transition toward zero emission vehicle operations. Working with ColPac EDD and CBPA Program staff on final scope of work items before proceeding to the contracting phase.
- Developing procurement materials for NWOTA Bus Stop Access Project.

#### **Facility/Property Management**

- Transit Center access control system is scheduled for installation on September 18-19. (Contract was approved at June 19 meeting.)

#### **Operations/Vehicle Maintenance**

- Eight new drivers have been hired throughout the summer. Some are still in the training process while others are currently driving for the District.
- Existing drivers are currently being rotated through their required annual training.
- Beginning vehicle procurement process for new transit buses.

**Tillamook County Transportation District**  
Board of Directors Regular Monthly Meeting  
Wednesday, August 21, 2024 – 6:00PM  
Transportation Building  
3600 Third Street, Tillamook, OR  
**Meeting Minutes**



1. **Call to Order:** Board Chair Johnson called the meeting to order at 6:01pm.

2. **Pledge of Allegiance**

3. **Roll Call:**

**Present**

**TCTD Board of Directors**

Mary Johnson, Board Chair (via Zoom)  
Gary Hanenkrat, Director (via Zoom)  
Marni Johnston, Treasurer  
Linda Adler, Vice Chair (via Zoom)  
Jonathan Bean, Secretary  
Thomas Fiorelli, Director

**Absent**

**TCTD Board of Directors**

None

**TCTD Staff**

Brian Vitulli, General Manager  
Cathy Bond, Finance Supervisor  
Jules Deputy, Brokerage Manager  
Keri Brown, Administrative Assistant/Board Clerk

**Absent**

**TCTD Board of Directors**

**Guest**

Jim Heffernan, Citizen  
John Cline, Citizen  
San SunOwen, CPCCO Director of Transportation  
Mae Pfeil, CPCCO

4. **Announcements and Changes to Agenda:**

5. **Public & Guest Comments:** Jim Heffernan commented that the Board packet states 11 drivers were hired but no mention of how many were retained. John Cline doesn't know how many have stayed, but stated that OS Reed and OC Scott have a new training curriculum and was impressed by the new training.

6. **Executive Session.** None

*These minutes contain materials which paraphrase and/or summarize statements made during this meeting. Only text enclosed in quotation marks report a speaker's exact words.*

**STATE OF THE DISTRICT REPORT**

7. **Financial Report:** FS Bond reviewed the May 2024 financials included in Board packet pages 1-20.
8. **Service Measure Performance Report:** The service statistics and performance measures for the month of May 2024 are included in Board packet pages 21-31.
9. **Northwest Oregon Transit Alliance:** GM Vitulli provided the following updates included in Board packet pages 32-41.
10. **NW Rides Brokerage:** BM Deputy provided the following updates:
  - a. Reviewed ride statistics for July 2024.
  - b. San SunOwen from Care Oregon shared information regarding the Delegate Agreement Amendment adding the bridge program and how it effects NW Rides. Public health emergencies extended eligibility and redetermination. State of Oregon Legislature made a permanent program. This bridge program allows for a new income threshold to prevent loss of insurance. Most were already enrolled on an emergency basis. The program went live in July, so the contract is a formality as they are already included as members. The transition is going smoothly. Amendment does not affect the scope of work already being performed.
11. **General Manager Report:** GM Vitulli provided the following updates included in Board packet pages 42-46 (see GM Report in packet for details):
  - a. **Administration/Coordination**
  - b. **Planning Development**
  - c. **Grant Funding**
  - d. **Facility/Property Development**
  - e. **Operations and Vehicle Maintenance**

He shared that 8 new drivers are still in the process of completing or have completed training. This will allow the District to reinstate our 7-day-a-week service starting Sunday, September 29<sup>th</sup>. In addition, if all goes well the District hopes to return to full service in January 2025.

12. **Miscellaneous:** None.

**CONSENT CALENDAR**

13. Motion to Approve the Minutes of June 19, 2024, Regular Board Meeting

Motion by Dir. Fiorelli to Approve the Minutes of June 19, 2024, regular monthly meeting. *Motion Seconded* by Dir. Bean.

**Motion Passed**  
By Directors Hanenkrat, Bean, Fiorelli,  
Johnston, Adler and Board Chair Johnson.

*These minutes contain materials which paraphrase and/or summarize statements made during this meeting. Only text enclosed in quotation marks report a speaker's exact words.*



**14. Motion to Approve the May 2024 Financial Statements**

Motion by Dir. Johnston to Approve the May 2024 financial statements. *Motion Secoded* by Dir. Adler.

**Motion Passed**

By Directors Hanenkrat, Bean, Fiorelli, Johnston, Adler and Board Chair Johnson.

**15. Motion to Authorize the General Manager to Execute 2024 Care Oregon Non-Emergent Medical Transportation Services Delegation Agreement Amendment**

Dir. Adler asked with the service reductions, losing drivers, etc., does NW Rides affect the ability to provide bus routes. BM Deputy explained that NWR has their own driver resources available through the 16 paid providers and volunteers throughout Tillamook, Clatsop and Columbia County.

Motion by Dir. Johnston to execute 2024 Care Oregon Non-Emergent Medical Transportation Services Delegation Agreement Amendment. *Motion Secoded* by Dir. Fiorelli.

**Motion Passed**

By Directors Hanenkrat, Bean, Fiorelli, Johnston, Adler and Board Chair Johnson.

**16. Motion to Amend Policy 10: Directors Powers, Duties, Responsibilities and Membership**

- a. Dir. Adler – still has a problem with verbiage. She doesn't think it should say Circuit Court. ORS says County court. The County court is judge and 2 commissioners. She thinks it should say County commissioners. Dir. Hanenkrat agrees that the ORS says County court not Circuit court.
- b. GM Vitulli shared that he worked with District counsel, Jordan Ramis. They provided the language as indicated in the redline version, that it would be filled by Circuit court. It can be changed to County court, however, deviating to replace County court to County commissioners would open the District up to legal issues. Attorney said Tillamook County only has Circuit court and is the only court in the County to handle those issues. Dir. Hanenkrat and Dir. Adler said word it to match the ORS. Dir. Bean said TC doesn't have the Court in the ORS, only 12 counties in Oregon who have County courts. Dir. Adler said she copied and emailed all Board members with the language. Dir. Hanenkrat agrees with Dir. Adler. GM Vitulli recommends vacancies language on page 56 to be changed to "the vacancies shall be filled promptly by the Tillamook County Court". Dir. Fiorelli supports the recommended change to "the Tillamook County Court". Dir. Hanenkrat agrees to remove "Circuit". Dir. Adler said Circuit court is criminal court and she doesn't think it should say Circuit.

Motion by Dir. Adler to Amend Policy 10: Directors Powers, Duties, Responsibilities and Membership, with the change to Vacancies on Page 2 to remove "Circuit" and

*These minutes contain materials which paraphrase and/or summarize statements made during this meeting. Only text enclosed in quotation marks report a speaker's exact words.*

read, "the vacancies shall be filled promptly by the Tillamook County Court". *Motion Secoded* by Dir. Bean.

**Motion Passed**

By Directors Hanenkrat, Bean, Fiorelli, Johnston, Adler and Board Chair Johnson.

**17. Motion to Establish Policy 37: Annual Wage Analysis Policy**

Motion by Dir. Johnston to Establish Policy 37: Annual Wage Analysis Policy. *Motion Secoded* by Dir. Fiorelli.

**Motion Passed**

By Directors Hanenkrat, Bean, Fiorelli, Johnston, Adler and Board Chair Johnson.

**18. Motion to Establish Policy 38: Annual Review of General Manager and Wage Analysis Policy**

Motion by Dir. Fiorelli to Establish Policy 38: Annual Review of General Manager and Wage Analysis Policy. *Motion Secoded* by Dir. Johnston.

**Motion Passed**

By Directors Hanenkrat, Bean, Fiorelli, Johnston, Adler and Board Chair Johnson.

**ACTION ITEMS**

**19. Resolution 24-15 Authorizing the General Manager to Execute a Facility Use Agreement Between Tillamook County Transportation District and Tillamook Area Chamber of Commerce**

Dir. Adler asked if this was necessary since we are halfway through the season. GM Vitulli answered yes. Dir. Adler asked who is responsible for clean up after the market? GM Vitulli states the Chamber is in charge of setup, administration and clean up. It is detailed in the agreement. Dir. Adler asked who provides the supplies. GM Vitulli answer that the supplies are provided by TCTD. Dir. Fiorelli thinks it's great that the District is offered a free booth. Could we use it for recruitment? GM Vitulli thinks it's more useful to use the grass area on the east side of the Transit Center for a booth, so it does not need to be part of the agreement; and agrees that it would be useful for recruitment efforts.

**Motion** by Dir. Fiorelli to approve Resolution 24-15 Authorizing the General Manager to Execute a Facility Use Agreement Between Tillamook County Transportation District and Tillamook Area Chamber of Commerce. *Motion Secoded* by Dir. Bean.

**Motion Passed**

By Directors Hanenkrat, Bean, Fiorelli, Johnston, Adler and Board Chair Johnson.



**20. Resolution 24-16 Authorizing the General Manager to Amend the TCTD Administrative Staffing Plan to Include an Additional Customer Service Representative Position**

GM Vitulli explained the resolution to the Board. The District is struggling to hire dispatchers. The District is currently authorized for three Full-Time Equivalent dispatchers, we have one. It would be beneficial to the District to hire a Full-Time Customer Service Representative ("CSR") to assist customers and have a presence at the Downtown Transit Center. There is currently one Part-Time CSR there on Fridays and Saturdays. A Full-Time CSR would be Monday through Friday for seven day a week service and coverage at the Downtown Transit Center. It is still in the District's interest to hire one more dispatcher. Dir. Fiorelli fully supports this and thanked GM Vitulli for the effort.

**Motion** by Dir. Bean to approve Resolution 24-16 Authorizing the General Manager to Amend the TCTD Administrative Staffing Plan to Include an Additional Full-Time Customer Service Representative Position. *Motion Seconded* by Dir. Fiorelli.

**Motion Passed**

By Directors Hanenkrat, Bean, Fiorelli, Johnston, Adler and Board Chair Johnson.

**DISCUSSION ITEMS**

**21. SDAO Best Practices Program – Board Training**

New HB2805 outlines changes to public meeting laws. As members of SDAO, there is an opportunity for the District to reduce liability insurance. There are five components to accomplish this savings. Board members taking part in the online public meeting law training will assist the District in getting the maximum 10% insurance discount. Board members will be given a link to do the training virtually. Deadline is November 1<sup>st</sup>. Dir. Adler thinks her training in spring 2024 may count. GM Vitulli confirmed that training does not count toward this portion of the discount.

**22. Staff Comments/Concerns:**

General Manager Vitulli – None.

Operations Superintendent Reed – Absent

Admin Assistant Brown – TCTD received a Grange Award. Thanked John Cline for his help at the Fair this year.

Brokerage Manager Deputy – Thanked everyone for a nice meeting.

Finance Supervisor Bond – Thanked Director Bean for assisting with the Fair.

**23. Board of Directors Comments/Concerns:**



Dir. Adler – Excited to see new drivers coming in and bus routes building back up. Excited to see the Transit Center open.

Dir. Hanenkrat – None.

Dir. Fiorelli – Apologized for absence last month.

Dir. Johnston – Excited about new drivers, grants, going in the right direction.

Dir. Bean – None.

Board Chair Johnson – None.

Adjournment: Board Chair Johnson adjourned the meeting at 6:57pm.

**These minutes approved this 18<sup>th</sup> day of September 2024.**

ATTEST:

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Mary Johnson, Board Chair

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Brian Vitulli, General Manager